

E-mail Signature Guidelines

Name: Arial Bold 12 pt. Text Color for name: R:0 G:61 B:119

Credentials: Arial Regular 11 pt. Text Color for PennWest University: R:0 G:61 B:119 Credential Text Color: 75% Black

Confidentiality Statement: Arial Regular 9pt. 50% Black

Color: PennWest.edu R:0 G:61 B:119 #003D77

Optional:

- Department
- Mobile number
- Fax number
- Social media
 PennWest official pages
 (no personal accounts)

PennWest brand identity standards dictate that "PennWest" should always be displayed without a space between "Penn" and "West." While a capital "P" and "W" are the standard, all lower case "pennwest" may be used for email addresses as shown. Option 1 - Long Format - Logo

First Last Name

Title Department

PennWest University

Building Name | Address | City, State 12345 Office: 123-456-7890 Mobile: 814-000-0000 name@pennwest.edu



The content of this email is confidential and intended only for the recipient(s) specified. If you received this message by mistake, please reply so the sender can correct the error, and then delete this email immediately. Do NOT forward it to a third party without the written consent of the sender. Pennsylvania Western University is a public agency; consequently, this email may be subject to disclosure under the commonwealth's Right-to-Know Law.

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Option 2 - Long Text Format

First Last Name

Department

Pennsylvania Western University

Building Name | Address | City, State 12345 Office: 123-456-7890 Mobile: 814-000-0000 name@pennwest.edu

PennWest.edu

.....

Option 3 - Short Text Format

First Last Name

Pennsylvania Western University 123-456-7890 | name@pennwest.edu

PennWest.edu



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Credentials: Arial Regular 11 pt. Text Color for PennWest University: R: 0 G:61 B:119 Credential Text Color: 75% Black

Confidentiality Statement: Arial Regular 9pt. 50% Black

Color: PennWest.edu R:0 G:61 B:119 #003D77

Optional:

- Department
- Mobile number
- Fax number
- Social media PennWest official pages (no personal accounts)

PennWest brand identity standards dictate that "PennWest" should always be displayed without a space between "Penn" and "West." While a capital "P" and "W" are the standard, all lower case "pennwest" may be used for email addresses as shown.

Option 4 - Long Format - Logo - Social Media

First Last Name

Title Department

PennWest University

Building Name | Address | City, State 12345 Office: 123-456-7890 Mobile: 814-000-0000 name@pennwest.edu





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Please note: Example social media icons are not automatically linked to accounts. If employees choose this signature option, they must link the icons to the correct accounts.



How to update your email signature - Microsoft Outlook for Mac

1. Download the Microsoft Word email signature document below.

PennWest Email Signature Word Template



3. Copy the signature option you would like to use (signature text, logo, disclaimer, and icons, if applicable).

Signatures		She
Edit signature:		
Signature name	Signatum	e Proview
Standard	-	
(+) -	Edit	
Choose default signature:		
Account:	Jenny Smith (jsmith@pennwest.edu)	
New messages:	None	B

6. Click + icon at the bottom of the *Signatures* window to create a new signature.



Outlook: Click the New Message button.
 Find the *Signature* tab and select the *Signatures...* from the menu.

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7. Paste the copied signature template text from the Word document into your new signature window.



10. Save and close signature window.



2. Open the template.

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5. Click Manage Signatures.

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 Your new signature will now appear every time you send a new email.

- Rt signature : Signature name Standard PennWest Email + - Edit Coose default signature: Account: |enny Smith@pennwest.edu] New message ✓ Nose Repliez/forward Bandard Bandard Bandard
- Select your new signature under choose default signature – new messages.



How to update your email signature - Microsoft Outlook for PC

1. Download the Microsoft Word email signature document below.

PennWest Email Signature Word Template



3. Copy the signature option you would like to use (signature text, logo, disclaimer, and icons, if applicable).



6. Select New and name the signature. Select OK.

New Email ~	Ŵ	Delete	*
∽Favorites			*
Inbox			
Sent Items			
Drafts			

- Outlook: Click the New Email button.
 Find the *Signature* tab and select the *Signatures...* from the menu.
- 7. Paste the copied signature template text from the Word document into your new signature window.
- Select and type your credentials, making sure to retain the type specifications. Remember to create link for your email address. Name your new signature so it's easy to find.

PennWest University Email Signa	ture	
Option 1 - Long Rormat - Logo		
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Title .		
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Mobile: #14-000-0000		
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2. Open the template.

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5. Click Signatures.

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9. Select your new signature under choose default signature – new messages. 10. Close signature window.

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Jenny Smith						
Graphic Desig	gier					
Pennsylvania	Western U	niversity				
123 455 789	0 ismith@	pennwest.edu	2			
PennWest, et	Pu .					

11. Your new signature will now appear every time you send a new email.