**Using our branded email signature**

Using an email signature is a useful way to share our contact information, but also promote the University brand and reputation.

Our branded signature consists of:

* **Your name and job title**
* **Your directorate, address and phone number;** this is your key contact information.

If you are often out of the office, you may wish to omit a telephone number.

* **Your pronouns;** sharing pronouns can help people address you correctly and facilitates a culture of respect and inclusivity.
* **Your email address**
* **Our top rankings;** sharing our top rankings success helps to build our reputation. Remember and check these rankings are still up to date at least twice a year.
* **Our logo;** helps to reinforce our brand and reputation.

You can copy the below signature template for use on your University email account.

**First Name Last Name**

Job Title

Directorate/School of xxx

University of Aberdeen

+44 (0)1224 27xxxx

[www.abdn.ac.uk](http://www.abdn.ac.uk/)

Pronouns: eg. he/him – she/her – they/them

[email@abdn.ac.uk](mailto:email@abdn.ac.uk)



