

EMAIL SIGNATURES

Feel free to copy the below example to edit your own signatures. Please also refrain from using any graphics or attachments connected with your signature as they tend to get caught in spam filters, and only alter the template below if necessary.

Examples:

ELKINS PARK CAMPUS - STAFF

NAME (INITIAL OPTIONAL)	Jane F. Doe	ARIAL BOLD-10 POINT, BLUE
TITLE	<i>Director of Admissions</i>	TIMES NEW ROMAN ITALIC-10 POINT, BLACK
DEPARTMENT/ COLLEGE	Elkins Park Campus	TIMES NEW ROMAN REGULAR-10 POINT, BLACK
PRONOUNS (OPTIONAL)	She/Her/Hers	
OFFICE	Drexel University, Elkins Park Campus	ARIAL BOLD-10 POINT, BLUE
ADDRESS LINE 1	8360 Old York Road	
OFFICE	Elkins Park, PA 19027	
ADDRESS LINE 2	123.456.7890	TIMES NEW ROMAN REGULAR-10 POINT, BLACK
PHONE # (YOUR CHOICE OF PHONE)	<u>Drexel.edu/ElkinsPark</u>	
URL (YOUR CHOICE OF ADDRESS)		

ELKINS PARK CAMPUS - FACULTY

NAME (INITIAL OPTIONAL)	Jane F. Doe
TITLE	<i>Assistant Professor; Orthotics and Prosthetics</i>
DEPARTMENT/ COLLEGE	Nursing and Health Professions
PRONOUNS (OPTIONAL)	She/Her/Hers
OFFICE	Drexel University, Elkins Park Campus
ADDRESS LINE 1	8360 Old York Road
OFFICE	Elkins Park, PA 19027
ADDRESS LINE 2	123.456.7890
PHONE # (YOUR CHOICE OF PHONE)	<u>Drexel.edu/ElkinsPark</u>
URL (YOUR CHOICE OF ADDRESS)	

Copy and Paste:

First Name Last Name

Title, Program

Department, Clinic, College or School

Pronouns

Drexel University, Elkins Park Campus

Office Address Line 1

Office Address Line 2

Office Phone Number

Drexel.edu/ElkinsPark

CLINICAL FACILITIES

NAME (INITIAL OPTIONAL)	Jane F. Doe, OD
TITLE	<i>Director; Neuro-Ophthalmic Disease Service</i>
DEPARTMENT/ COLLEGE	The Eye Institute
PRONOUNS (OPTIONAL)	She/Her/Hers
OFFICE	The Eye Institute
ADDRESS LINE 1	1200 West Godfrey Avenue
OFFICE	Philadelphia, PA 19141
ADDRESS LINE 2	123.456.7890
PHONE # (YOUR CHOICE OF PHONE)	<u>salusUhealth.com/TEI</u>
URL (YOUR CHOICE OF ADDRESS)	

*Please note the various character formatting changes. For example, your name and Drexel University should be in bold, while your title, office name, and respective pronouns are italicized.