**First Last**

Title

Department Name

Phone number



Select the email signature format above (including the logo), then copy and paste it into the *Edit signature* field in Outlook. After that, simply update it with your own contact information.

If you would like to include gender pronouns in your signature, add them after your name or on the

next line.

Thank you for helping University Health ensure consistent, professional communication with our colleagues, business partners and community.