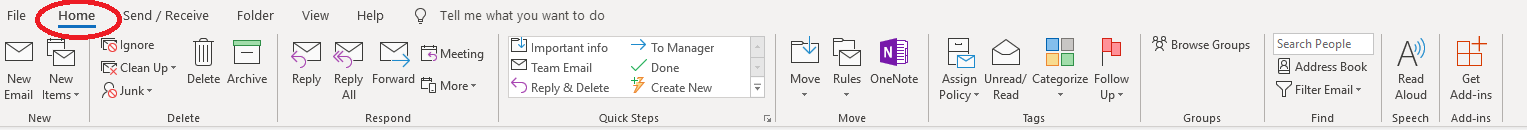
**Life Sciences Preferred Email Signatures**

To add our new email signature, please follow this eight-step guide:

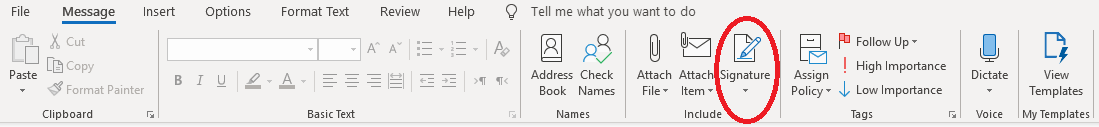
1. **Open your email account using the Outlook app**
2. **Click the ‘home’ tab at the top left of the page**



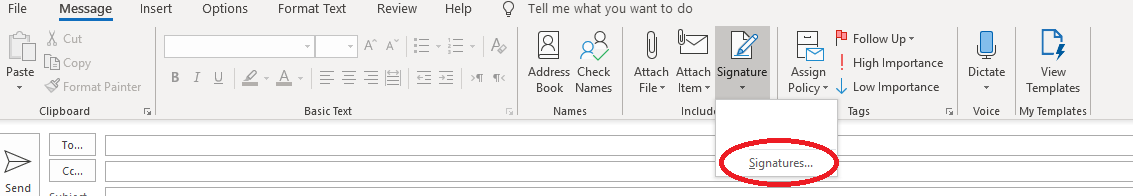
1. **Click ‘New Email’**



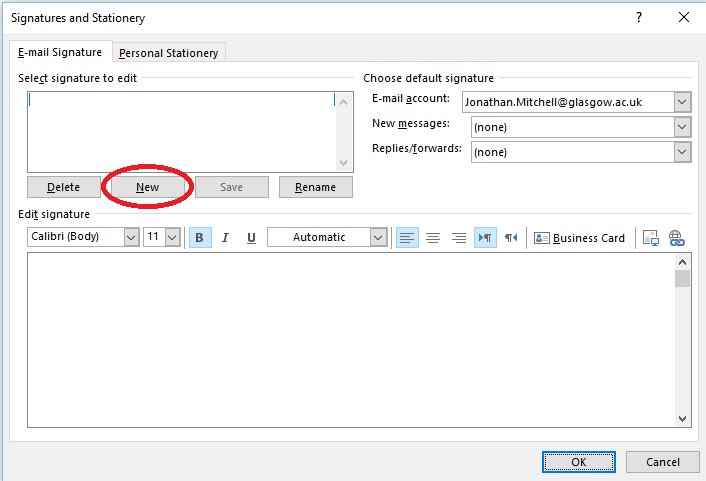
1. **Click ‘signature’**



1. **From the drop down menu, click ‘signatures…’**



1. **Click ‘New’ from the four grey buttons**



1. **Copy and paste the text and images from one of the signature variants (see a-f) and paste into the empty signature box:**

**You must copy the signature directly from this document**

Graphical user interface, application

Description automatically generated

**a) Original**

**b) With flexible working hours note**

**c) With British Sign Language link**

**d) With Pronouns/Name Pronunciation**

**a)**

**Jonathan Mitchell**

Information & Media Officer  
Life Sciences Undergraduate Office   
College of Medical, Veterinary and Life Sciences  
University of Glasgow

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Description automatically generated](https://twitter.com/UofGLifeSci) [Logo, icon

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Description automatically generated](https://www.instagram.com/UofGLifeSci/)

[Logo

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**b)**

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*If this email has been sent outside normal working hours, a response is not expected until you return to work.*

**c)**

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**d**) To create your own name pronunciation, visit: <https://namedrop.io/#signup>

**Jonathan Mitchell** (he/him) [(pronounce)](https://namedrop.io/jonathanmitchell)

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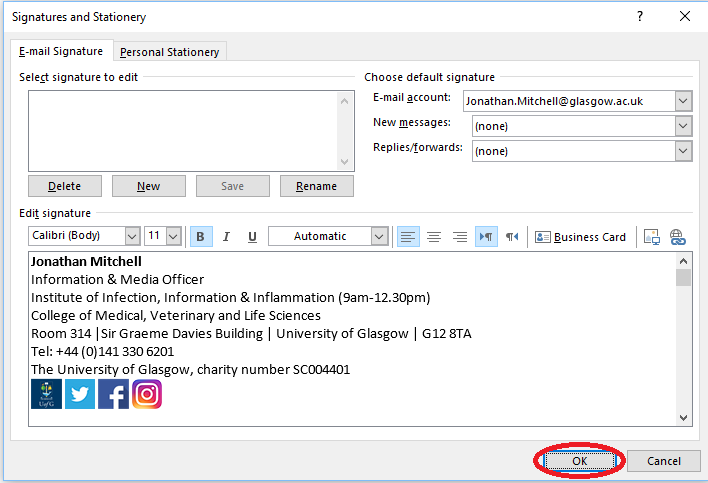
Description automatically generated](https://www.instagram.com/UofGLifeSci/) [Logo

Description automatically generated](https://www.gla.ac.uk/myglasgow/staff/technicians/about/)

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Description automatically generated](https://contactscotland-bsl.org/)

1. **Now, personalise with your own contact details, and then click ‘OK’**



If you have any problems or questions, or would like to request a new variant, please don’t hesitate to contact me by emailing [jonathan.mitchell@glasgow.ac.uk](mailto:jonathan.mitchell@glasgow.ac.uk).