**School of Infection & Immunity**

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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…’**



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

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**You must click on the second paste option icon ‘Keep Source Formatting’**

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**a) Original**

**b) With flexible working hours note**

**c) CVR\***

**d) WCIP\*\***

**e) AntiVec**

**f) Mental Health First Aider**

**g) Flow Cytometry Core Facility**

**h) Plain text**

 **i) Professional Services Team**

**a)**

**Jonathan Mitchell**

Information & Media Officer
School of Infection & Immunity (9am-12.30pm)
College of Medical, Veterinary and Life Sciences
Room 314 |Sir Graeme Davies Building

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Tel: +44 (0)141 330 6201

   





**b)**

**Jonathan Mitchell**

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*The School of Infection & Immunity encourages flexible working,*

*so this email may have been sent outside normal working hours.*

*A response is not expected until you return to work.*

**c) \*The CVR also has their own email signature document due an agreement between the MRC and UofG. Staff should also refer to this.**

**Forename Surname (preferred pronouns)**

Job Title

MRC-University of Glasgow Centre for Virus Research

forename.surname@glasgow.ac.uk

+44 (0)7XX XXX XXXX | +44 (0)141 3XX XXXX





**d) \*\* The WCIP has rebranded as the Centre for Parasitology. This signature will be updated when new logos are available.**

**Jonathan Mitchell**

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**e)**

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**f)**

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**g)**

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**h)**

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**i)**

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



If you have any problems or questions, please don’t hesitate to contact me by emailing jonathan.mitchell@glasgow.ac.uk.