**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**



**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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**b)**

**Jonathan Mitchell**

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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)**

**Jonathan Mitchell**

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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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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.