Create Your Email Signature

UTSouthwestern
Medical Center

Email Signature Template

- Open this form and fill out your information. Your signature will be autogenerated and emailed to you!

- Use the below approved email signature template, in its entirety:

  o Font: Aptos

  o Font size: 11pt.

  o Hyperlinks should be this blue color (Hex: #004c97)

    ▪ To change the font color:

      • Click the color icon

      • Click "more"

      • You want to be able to type the hex color, on some platforms you may need to navigate to the "RGB" option.

      • Hex: #004c97

  o To include any advanced degrees or certifications, add a comma after your full name and include the designated abbreviations (e.g., **Full Name, M.B.A.**)

    ▪ Please note, these should be listed in the below order:

      • Highest academic degree, followed by next highest, etc. (Ph.D., M.B.A., M.P.H., etc.)

      • Licensures (RN, LVN, etc.)

      • Certifications (FACHE, CHPC, etc.)

  o Do not add any elements (e.g., images, award badges, personal quotes, PACT card requests, etc.) to your email signature

- Examples:

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