

Communications

Email Signatures

Create your signature using the automated tool

The standard email signature format is below. All staff are encouraged to use the default email signature, which here, to ensure consistency. The information included can be adapted to your needs, however we recommend images into your email signature as these will increase the size of the email and can also make it more likely to be marked as spam.

Points to note

- In the first version of the branding the names were displayed in Brunel red. Following feedback this has changed to Brunel blue. This is a global change and includes new templates and stationery created by the print shop.
- For the department information under 'Brunel University London' only the final line is displayed in red - department or sub area, the college or equivalent unit is displayed in red. If no unit is used at all the main text remains blue.
- Social media listed under your name should either be relevant personal channels (eg LinkedIn) or departmental. The university social channels under the university address should not be altered (though it is up to you to update them).
- The university fax number is no longer used as part of our official address (though it is still maintained for reception if you ever need to send or receive a fax).