

# Email Signatures

*Brand consistency is important even in internal communications. Standardized email signatures ensure a look of professionalism and save bandwidth on our servers by not incorporating graphics of any kind. Refer to these guidelines when setting up your email signature.*

Set email signature names in **Arial Bold** at size 12pt in **Pantone 7691** (RGB: 0, 98, 152). Set the rest of the signature in Arial Regular at size 10pt in **Pantone 430** (RGB: 115, 128, 138).

Copy and paste from the pre-formatted examples in [Brand Center > Brand Guidelines > Email Signatures](#) directly into your Outlook. Doing this will ensure that you use the correct font, size, color and layout.

The word “assistant” is not a title but a description of a role. Mobile and fax numbers are optional.

NOTE: If you require more information in your personal email signature, like a facility location, physician practice, web address, etc., you may adjust the standard as needed. The format shown here is intended as a guideline only.

Don't add images, such as logos, graphics or social media icons

Don't change the fonts or colors

Don't change the order of appearance

Don't use colored backgrounds

Don't add poetry, scripture or personalized messages

## Multiple Numbers Example:

### Name

AdventHealth

Title | Department

O 407-357-5555

F 407-357-9999

M 407-488-5555

email.address@adventhealth.com

## Executive Signature Example:

### Pam Smith

AdventHealth

Vice President | HR

O 407-357-5555

M 321-555-1212

email.address@adventhealth.com

## Support Role-based Signature Example:

### Jane Smith

AdventHealth

Assistant to:

Pat Smith, President | Marketing

Michael Scott, Director | HR

407-357-5555

email.address@adventhealth.com