

Email Signatures

Personal email signatures for W&M accounts should follow these guidelines:

- Keep it simple, include **only essential contact information**.
- Use common fonts, such as Helvetica, Calibri or Arial.
- Use black text only.
- **Do not include logos or graphics**, as the display quality will vary depending on the browser, email client, etc. If you wish to include social media or website links, do so as plain text links instead of icons.

Minimal Signature

Name

Title

School / Department / Office

William & Mary

###-###-####

Signature with Multiple Phone Numbers and Links

Name

Title

School / Department / Office

William & Mary

Office: ###-###-####

Mobile: ###-###-####

Fax: ###-###-####

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