

Please Update Your Email Signatures to Reflect New Brand Guidelines

As part of the new brand launch, we ask that you **update your Outlook email signature** to match our new University of St. Augustine for Health Sciences (USAHS) Brand Guidelines, as follows:

YOUR FIRST NAME AND LAST NAME (Required), Advanced Degrees and Professional Designations (Optional) - Arial 10 pt. bold, all caps on one line

Gender Pronouns (example: she / her / hers, he / him / his, they / them / theirs) (Optional) - Arial 10 pt. italic

Title (Required) - Arial 10 pt. italic

Campus: (example: St. Augustine, FL; Miami, FL; Austin, TX; Dallas, TX; San Marcos, CA) (Optional) - Arial 10 pt. italic

Office: (xxx) xxx-xxxx (Required) - Arial 10 pt. italic

Mobile: (xxx) xxx-xxxx (Optional) - Arial 10 pt. italic

Email: xxx@usa.edu (Required) - Arial 10 pt. italic



Examples of new email signature line with optional items highlighted:

Staff Standard:	Staff with Optional Fields:	Faculty:
<p>SALLY SMITH <i>Director, Marketing</i> <i>Office: (760) 407-2301</i> <i>Email: ssmith14@usa.edu</i></p> 	<p>SALLY SMITH <i>(She/her/hers)</i> <i>Director, Marketing</i> <i>Campus: San Marcos, FL</i> <i>Office: (760) 407-2301</i> <i>Mobile: (xxx) xxx-xxxx</i> <i>Email: ssmith14@usa.edu</i></p> 	<p>SALLY SMITH, PhD, CCC-SLP <i>Associate Professor</i> <i>Campus: Austin, TX</i> <i>Office: (760) 407-2301</i> <i>Email: ssmith14@usa.edu</i></p> 

Additional tips:

- Follow [these](#) instructions to learn how to create and add a personalized signature to your Outlook messages.
- For all new USAHS marketing assets and guidelines, including logos, or to contact Marketing, please visit: <https://www.usa.edu/brand-assets/>.
- Information on pronouns: <https://www.mypronouns.org/what-and-why/>