EMAIL SIGNATURES

Guidelines
Do not include logos in email signatures (Vanderbilt logos or otherwise).
Do not include additional graphics or backgrounds in email signatures.
Do not include sayings or quotations in email signatures.
Do not exceed 14pt font size.
Approved fonts are Calibri, Arial, Helvetica or Trebuchet.

Proper Email Signature Construction
The template below shows possible fields to include in an email signature. None of these fields are required.

We recommend keeping signatures straightforward.

TEMPLATE

Name
Title
Vanderbilt University Medical Center
Department
Address
Email
Phone
Personal LinkedIn and/ or Twitter accounts (if used professionally)
Official Vanderbilt University Medical Center social accounts
Vanderbilt University Medical Center website

EXAMPLES

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