**Blizard Institute email signature format**

Dear All,

Please find below guidance for email signatures.

The new email signature format is different based on whether you are communicating internally to Queen Mary colleagues, or externally (e.g. prospective students). External signatures should display the general Queen Mary logo, and not the Faculty sub-brand logo. This is true for all branded materials and communications. Internally you can use the Medicine and Dentistry logo, but all branded external communications should use the general Queen Mary logo.

**Internal format**

**[Name]**[Pronouns]

[Job title]

[Academic school, Centre, Institute or professional services team]

[Faculty or Directorate]

Queen Mary University of London

[Building, Street, City, Postcode]

Tel: [Telephone number]

Mob: [if applicable]

Email: [email name@qmul.ac.uk]

My working hours are: [if applicable]



             

**External format**

**[Name]**[Pronouns]

[Job title]

[Academic school, Centre, Institute or professional services team]

[Faculty or Directorate]

Queen Mary University of London

[Building, Street, City, Postcode]

Tel: [Telephone number]

Mob: [if applicable]

Email: [email name@qmul.ac.uk]

My working hours are: [if applicable]



             