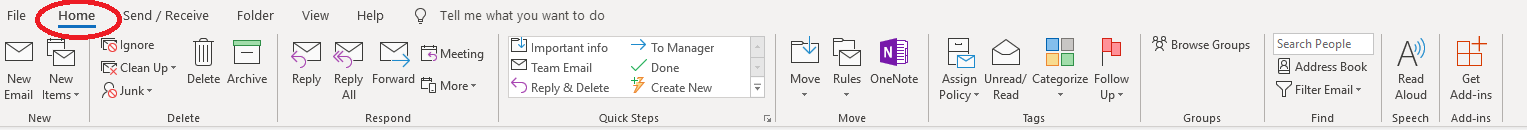
**School of Infection & Immunity**

**Preferred Email Signatures**

To add our new and updated recommended email signature, please follow this eight-step guide:

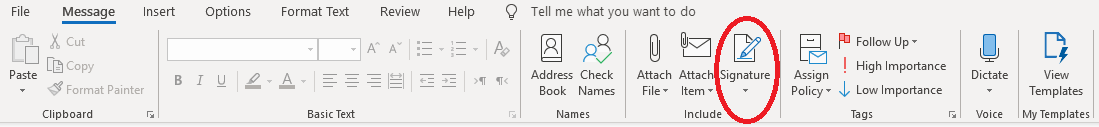
1. **Open your email account using the Outlook app**
2. **Click the ‘home’ tab at the top left of the page**



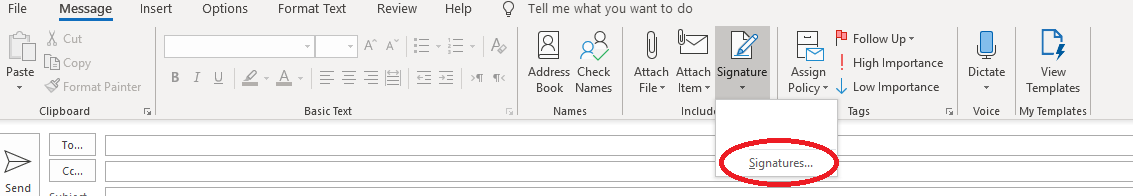
1. **Click ‘New Email’**



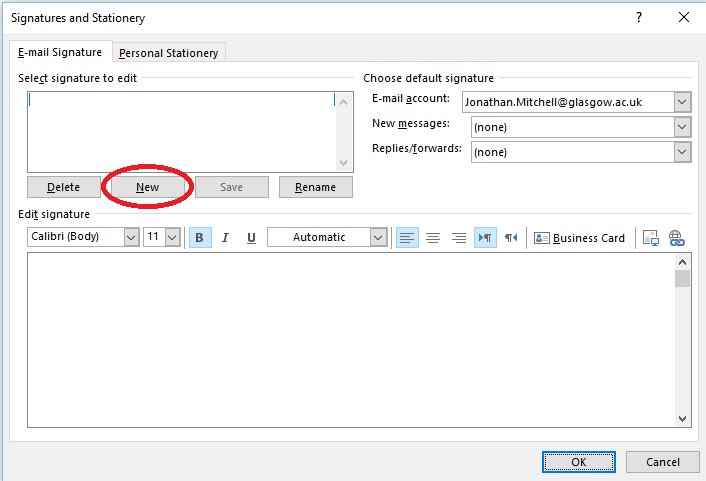
1. **Click ‘signature’**



1. **From the drop down menu, click ‘signatures…’**



1. **Click ‘New’ from the four grey buttons**



1. **Copy and paste the text and images from one of the signature variants (see a-f) and paste into the empty signature box:**

**You must copy the signature directly from this document**

**You must right click and use ‘copy’ and ‘paste’ and not ‘Ctrl v’ and ‘Ctrl C’**

Graphical user interface, application

Description automatically generated

**You must click on the second paste option icon ‘Keep Source Formatting’**

**Graphical user interface, text, application

Description automatically generated**

**a) Original**

**b) With flexible working hours note**

**c) CVR\***

**d) WCIP\*\***

**e) AntiVec**

**f) Mental Health First Aider**

**g) Flow Cytometry Core Facility**

**h) Plain text**

**i) Professional Services Team**

**a)**

**Jonathan Mitchell**

Information & Media Officer  
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Room 314 |Sir Graeme Davies Building

University of Glasgow | Charity No. SC004401

Tel: +44 (0)141 330 6201

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Description automatically generated](https://www.gla.ac.uk/schools/infectionimmunity) [](https://twitter.com/UofGSii) [A white cross with a blue background

Description automatically generated with low confidence](https://www.facebook.com/UofGSii) [Icon

Description automatically generated](https://www.instagram.com/uofgsii/?hl=en)

[](https://www.gla.ac.uk/myglasgow/staff/technicians/about/)

[A picture containing graphical user interface

Description automatically generated](https://www.gla.ac.uk/schools/infectionimmunity/athenaswan/)

**b)**

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*The School of Infection & Immunity encourages flexible working,*

*so this email may have been sent outside normal working hours.*

*A response is not expected until you return to work.*

**c) \*The CVR also has their own email signature document due an agreement between the MRC and UofG. Staff should also refer to this.**

**Forename Surname (preferred pronouns)**

Job Title

MRC-University of Glasgow Centre for Virus Research

[forename.surname@glasgow.ac.uk](mailto:forename.surname@glasgow.ac.uk)

+44 (0)7XX XXX XXXX | +44 (0)141 3XX XXXX

Logo, company name

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Description automatically generated](https://www.queensanniversaryprizes.org.uk/winners/international-research-centre-accelerating-virology-capability/)

**d) \*\* The WCIP has rebranded as the Centre for Parasitology. This signature will be updated when new logos are available.**

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[](https://www.gla.ac.uk/research/az/wcip/)

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**e)**

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[](https://www.gla.ac.uk/research/az/antivec/)

[](https://www.gla.ac.uk/research/az/cvr/) [](https://twitter.com/AntiVec) [](https://www.facebook.com/centreforvirusresearch) [Icon

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[](https://www.gla.ac.uk/myglasgow/staff/technicians/about/)

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**f)**

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[A picture containing graphical user interface

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Description automatically generated](https://www.gla.ac.uk/media/Media_613890_smxx.pdf)

**g)**

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[](https://twitter.com/SiiFlowCore) [A white cross with a blue background

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**h)**

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**i)**

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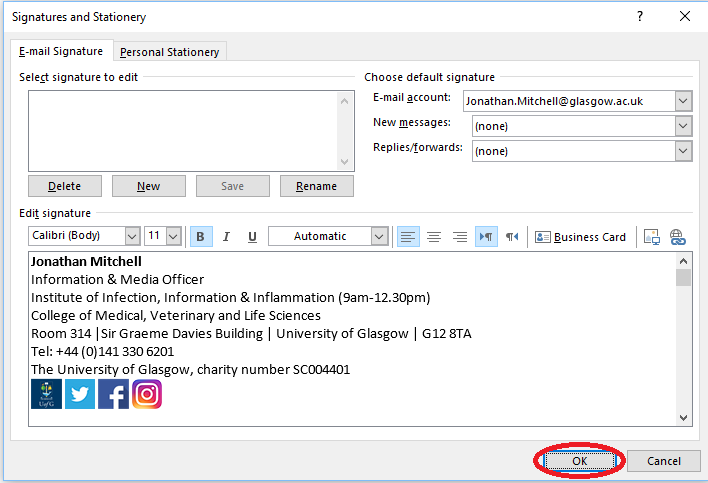
Description automatically generated](https://www.instagram.com/uofgsii/?hl=en) [A picture containing graphical user interface

Description automatically generated](https://www.gla.ac.uk/schools/infectionimmunity/athenaswan/)

[A logo with multicolored arrows

Description automatically generated](mailto:sii-enquiries@glasgow.ac.uk)

1. **Personalise with your own contact details, and then click ‘OK’**



If you have any problems or questions, please don’t hesitate to contact me by emailing jonathan.mitchell@glasgow.ac.uk.