**How to create your School of Social Work email signature block**

The School of Social Work signature block conforms to the UW brand standards and is recommended for use among all faculty and staff to convey a consistent and professional presentation in email communications.

**For PC users on Outlook 2010**

1. Make sure your email program is set to the default HTML format. Go to Tools >Options > select the Mail Format tab > Message Format > HTML   
   should be selected from the drop-down list.
2. Go to Tools > Options > select the Mail Format tab > Signatures > Create New.
3. Give a name to your signature.
4. Copy and paste the signature template above into the dialogue box.
5. Customize the name, address, phone number, fax number, mobile number (not required), etc. for your needs.

**Note:** If you are copying the email signature from Internet Explorer, be sure to add appropriate line breaks.

**For PC users on Outlook 2013**

1. Make sure your email program is set to the default HTML format. Go to **File Menu** > **Options** > select the **Mail menu from left pane** > “**Compose** **Messages in this Format”** > **HTML** should be selected from the drop-down list.
2. In the same **Mail Menu from left pane, click on** **Signatures** button> **Create New**.
3. Give a name to your signature.
4. Copy and paste the signature template above into the dialogue box.
5. Customize the name, address, phone number, fax number, mobile number (not required), etc. for your needs.

**Note:** If you are copying the email signature from Internet Explorer, be sure to add appropriate line breaks.

**Entourage 2008 for Mac users**

1. Go to Tools > Signatures > New.
2. Give a title to your signature.
3. Copy and paste the signature template above into the dialogue box.
4. Customize the name, address, phone number, fax number, mobile number (not required), etc. for your needs.

**Outlook 2011 for Mac**

1. Go to **Preferences> Signatures > New**.
2. Give a title to your signature.
3. Copy and paste the signature template below into the dialogue box.
4. Customize the name, address, phone number, fax number, mobile number (not required), etc. for your needs.

**School of Social Work email signature specifications**

**YOUR NAME** 11 pt. bold. Calibri, black  
Your title  10 pt. Calibri, black  
School of Social Work 10 pt. Calibri, black  
[may add research unit here]

Mail: Box 354900, Seattle, WA 98195-4900  Contact block — 10 pt., Calibri, gray  
Street: 4101 15th Avenue NE, Seattle, WA 98105-6299   
000.000.0000/mobile 000.000.0000/fax 000.000.0000 [mobile not required]  
yourname@uw.edu/www.socialwork.uw.edu



**You can cut and paste this signature block into your email program and customize.**

**YOUR NAME**   
Your title  
School of Social Work

Mail: Box 354900, Seattle, WA 98195-4900    
4101 15th Avenue NE, Seattle, WA 98105-6299   
000.000.0000 / mobile 000.000.0000 / fax 206.685.5398   
[yourname@uw.edu](mailto:yourname@uw.edu) / [www.socialwork.uw.edu](http://www.socialwork.uw.edu)

