



Email Signature Guidelines

The golden rule of email signatures is “keep it simple”.

Things you don't need in your email signature:

- Your email address. Recipients already have this if you've sent them an email.
- Your physical address. This easily accessible on your website if needed.
- A logo or other image. Images take up storage space in every email and don't always come through properly in forwarded messages.

Here is the basic anatomy:

Name, Credentials

Job Title, MPT Inc.

phone: (888) 888-8888 | mptcorp.com

(include any other relevant links on this line)

So for example:

Rick Sturdivant, Ph.D.

President, MPT Inc.

mobile: (310) 980-3039 | mptcorp.com

[LinkedIn](#) | ricksturdivant.com

Email signature font: Use Open Sans or the default sans-serif text

Link color: [#da091b](#)

Instructions for updating your signature:

- [How to update an email signature in Outlook](#)
- [How to update an email signature in Gmail](#)