## Template

**Name | Job**

**Medical Sciences Division | University of Oxford  
Address|**[**email**](mailto:brid.cronin@medsci.ox.ac.uk) **| phone|** [**www.medsci.ox.ac.uk**](http://www.medsci.ox.ac.uk) **|** [**@OxfordMedSci**](http://www.twitter.com/oxfordmedsci)



**Please note:**

* Text: Calibri (Body), Bold
* Font size: 10
* Text colour: Gray (RGB 89, 89, 89)

## Example

**Dr Bríd Cronin | Head of Strategic Planning and Projects  
Medical Sciences Division | University of Oxford | Level 3, John Radcliffe Hospital, Oxford, OX3 9DU** [**brid.cronin@medsci.ox.ac.uk**](mailto:brid.cronin@medsci.ox.ac.uk) **| +44 (0)1865 221174 |** [**www.medsci.ox.ac.uk**](http://www.medsci.ox.ac.uk) **|** [**@OxfordMedSci**](http://www.twitter.com/oxfordmedsci)



## Instructions

* **Adding text:** Copy and paste the template from above in the Signature field in Outlook following these steps - [Create and add an email signature in Outlook for Windows](https://support.microsoft.com/en-us/office/create-and-add-an-email-signature-in-outlook-for-windows-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2#bkmk_logo&ID0EDBF=Classic_Outlook). Amend the text as required
* **Adding logo:** Either copy and paste the logo above, or save the logo as an image onto your desktop and insert using the image icon. See [Create and add an email signature in Outlook for Windows](https://support.microsoft.com/en-us/office/create-and-add-an-email-signature-in-outlook-for-windows-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2#bkmk_logo&ID0EDBF=Classic_Outlook) for more details

**Please note:**

* It is not necessary to add icons, such as ** **
* Please include a link to the Divisional website: <https://www.medsci.ox.ac.uk/>
* Please include a link to the Divisional X/Twitter account: <https://twitter.com/OxfordMedSci>
* If you are comfortable doing so you can include your pronouns after your name in your signature to help colleagues know how to refer to you. E.g.: **Katherine Corr (she/her) | Athena Swan and EDI Facilitator and Advisor**

*\*You can also* [*add your pronouns to your Teams profile*](https://www.cu.edu/blog/tech-tips/adding-your-pronouns-and-work-location-teams) *which can be very useful for colleagues, particularly in online meetings.*

* If you work flexible hours or an unusual pattern – or have regular non-work days it can be helpful to include these to set expectations around availability and response times. E.g.: ***I work flexible part-time hours. My core working hours are: xxx***
* If you work irregular hours, or your working preferences mean that you can send emails outside of core working hours it can be helpful to neurodivergent colleagues that you do not expect responses outside of their working hours: ***I work flexibly and can send emails outside of normal office hours, don’t feel obliged to read or respond to my email outside your own working hours***