## Template

**Name | Job  
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## Example

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## Notes

* Text: Calibri (Body), Bold
* Font size: 10
* Colour: Gray
* It is not necessary to add icons, such as ** **
* Please include link to the Divisional website (<https://www.medsci.ox.ac.uk/>) and Twitter account (<https://twitter.com/OxfordMedSci>)

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* File → Options
* Choose ‘Mail’ from left hand menu
* Scroll to ‘Create or Modify signatures for message’ → Signatures
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