**Email signature example**

Copy and paste the text below and add your details and the logo

**First name Surname**

**Job title**

Faculty or department name

University of Greenwich

Email (link)

Contact me on Teams (link – see guidance)

Phone (optional)

Pronouns: (optional)

Working hours/days: (optional)

Talk to me about: (optional one line of text)

A close up of a logo

Description automatically generated with low confidence