# UC DAVIS HEALTH | How to update your email signature

Specifications for email signatures
- Font is Arial
- Name is bold and 10pt type
- All text below name is 9pt type
- Single space after name/title block
- Name of service area in bold
- Singles space after address
- Primary phone number is bold
- Logo at designated size (do not alter logo size)
- Signature uses UC Davis Navy for text: R:26, G:62, B:104
- Place *U.S. News* and other badges above UC Davis Health logo

**Note:** all social media icons are pre-linked to UC Davis Health social media sites.

## Email signature

### For PC's

1. Under the email signatures standards section click the email signature you wish to download. The files will be Microsoft Word documents.
2. Open the template. **The email signature with social media icons and the** *U.S. News & World Report* **badge are customizable**. All icons are pre-set to UC Davis Health pages. To customize or delete badge/icons, you will have to remove or edit the badge/icons in the **Word document first.**
3. Copy the contents (signature text, logo, gold lines and disclaimer, and icons, if applicable).
4. Click the new email button. Find the "Signature" tab and select the "Signatures..." from the menu
5. Select "new" under the "signature to edit box" to create a new signature.
6. Name your new signature so it's easy to find.
7. Paste the copied template text.
8. Select and type over the default language one line at a time, making sure to retain the type specifications.
9. Click OK, then close the "Signature" window.
10. Your new signature will now appear every time you send a new email.

# How to update your email signature

## For MAC Computers with Outlook 2017

1. Under the email signatures standards section click the email signature you wish to download. The files will be Microsoft Word documents.
2. Open the template. T**he email signature with social media icons and the U.S. News & World Report badge are customizable.** All icons are pre-set to UC Davis Health pages. To customize or delete badge/icons, you will have to remove or edit the badge/icons in the Word document first.
3. Copy the contents (signature text, logo, gold lines and disclaimer, and icons, if applicable).
4. Click the new email button. Find the "Signature" tab and select the "Signatures…" from the menu
5. Click on the tiny "+" icon at the bottom of the "Signatures" window to create a new signature.
6. Name your new signature so it's easy to find.
7. Paste the copied template text.
8. Select and type over the default language one line at a time, making sure to retain the type specifications.
9. Close the window and select save.
10. Select your new signature under "choose default signature – new message."
11. Your new signature will now appear every time you send a new email.