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UNIVERSITY *of* WASHINGTON

EarthLab email signature

Having an on-brand email signature is important because it helps to establish credibility, build brand recognition, and make a positive impression on your recipients, all while providing important contact information in a professional and consistent manner.

To create your EarthLab-approved email signature, please either copy and paste the template or use the formatting details below.

Copy and Paste

Example:

ALLIE LONG *(she/her)*
Communications Lead
EarthLab, University of Washington

Box 355674, Seattle, WA 98195-5674
909 NE Boat Street, Seattle, WA 98105-6603
[your email here] / earthlab.uw.edu

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Template:

YOUR NAME *(your/pronouns)*
[Your job title here]
EarthLab, University of Washington

Box 355674, Seattle, WA 98195-5674
909 NE Boat Street, Seattle, WA 98105-6603
[your email here] / earthlab.uw.edu

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Create Yourself with the Formatting Details

Formatting Info:

Open Sans Bold font, size 11; HEX color code: #4b2e83
(Open Sans Italic font, size 11; HEX color code: #000000)
Open Sans font; size 10; HEX color code: #000000

Open Sans font; size 9; HEX color code: #808080

YOUR NAME *(your/pronouns)*
[Your job title here]
EarthLab, University of Washington

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