PennWest University Email Signature

Option 1 - Long Format – Logo

**First Last Name**

Title

Department

PennWest University

Building Name | Address | City, State 12345

Office: 123-456-7890

Mobile: 814-000-0000

name@pennwest.edu

[Text

Description automatically generated](https://www.pennwest.edu/)­­­

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Option 2 - Long Text Format

**First Last Name**

Title

Department

Pennsylvania Western University

Building Name | Address | City, State 12345­­

Office: 123-456-7890

Mobile: 814-000-0000

name@pennwest.edu

[**PennWest.edu**](https://www.pennwest.edu/)

Option 3 - Short Text Format

**First Last Name**

Title

Pennsylvania Western University

123-456-7890 | name@pennwest.edu

[**PennWest.edu**](https://www.pennwest.edu/)

Option 4 - Long Format – Logo – Social Media

**First Last Name**

Title

Department

PennWest University

Building Name | Address | City, State 12345

Office: 123-456-7890

Mobile: 814-000-0000

name@pennwest.edu

[Text

Description automatically generated](https://www.pennwest.edu/)

    

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*Please note: Example social media icons are not automatically linked to accounts. If employees choose this signature option, they must link the icons to the correct accounts.*