

Email signature

Your signature should contain the following information:

- Name
- Job title
- Faculty or Department
- University
- Phone number

The examples below follow the University's guidelines.

Example (without address)

Jane Doe
Project Manager | Gestionnaire de projets
Faculty of Medicine | Faculté de médecine
University of Ottawa | Université d'Ottawa
613-562-5800 (#####)

Example (with address)

John Doe
Academic Advisor | Conseiller aux études
Faculty of Medicine | Faculté de médecine
University of Ottawa | Université d'Ottawa
451 Smyth (#####) Ottawa ON K1H 8M5
613-562-5800 (#####)

For more information, see the [University of Ottawa guidelines](#).