

NHS Greater Glasgow and Clyde
Brand Guidelines: Practical Guidance

Updating your email signature



Introduction

Since the NHS Scotland Brand Guidelines were updated in 2025, email signatures have changed.

We now have very specific guidelines on how email signatures should be set up across NHS Scotland, helping to maintain a consistent brand across all Scottish Health Boards.

“Email signatures should be placed on a white background with no images, blocks of colour, straplines or graphics added.”

The following guidelines will help you set up your new email signature.

New email set up

Content format

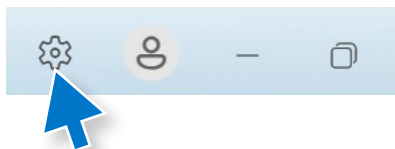
You will add the following information to your email signature:

- First name and surname
- Full job title | NHS Greater Glasgow and Clyde
- Name of hospital/clinic or building you work in | Address
- Town | Postcode
- Email
- Phone number
- Mobile number (if you have one).

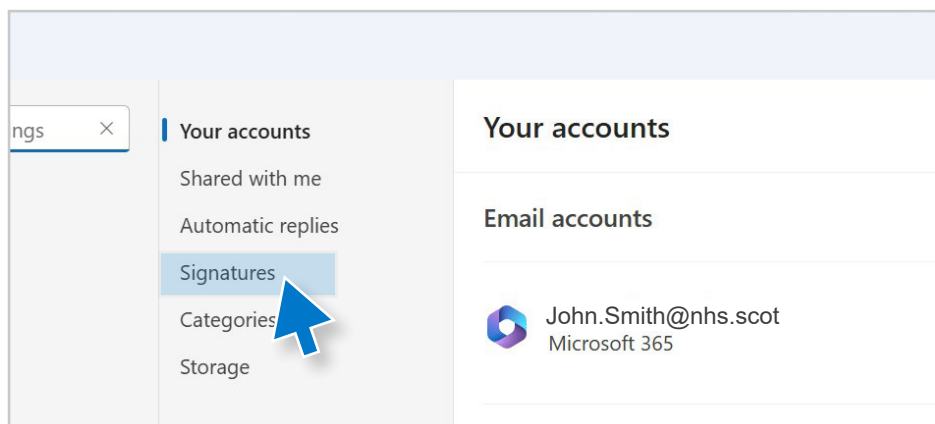
The content is **left aligned** and should **follow the layout above**.

Setting up your email signature

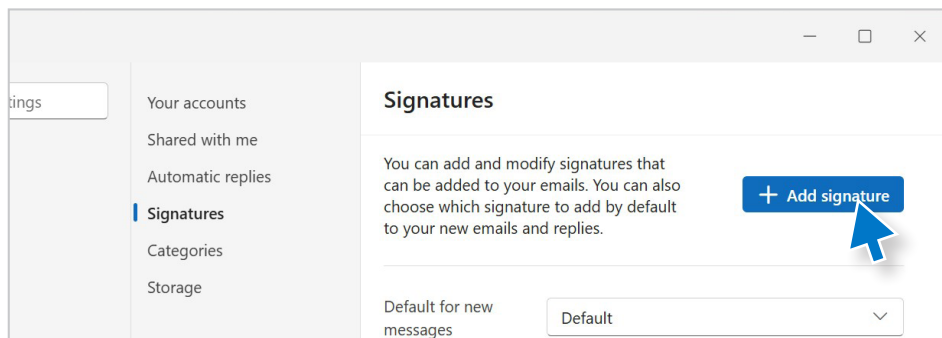
Sign into Outlook in your browser, and select **settings** (cog icon) at the top right of your screen



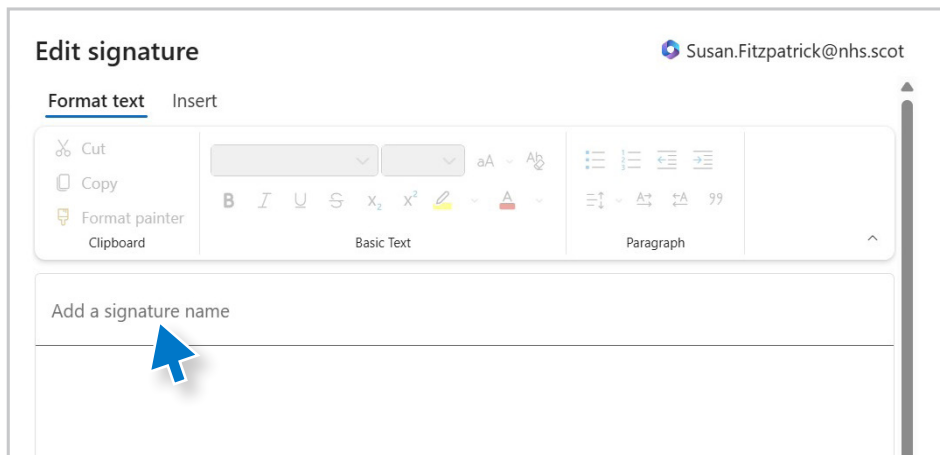
From the settings menu select **signatures**



Select **add signature**



First, add a signature name to help you identify it at a later stage. We suggest **‘Email signature – correct format’**.



Edit signature Susan.Fitzpatrick@nhs.scot

Format text Insert

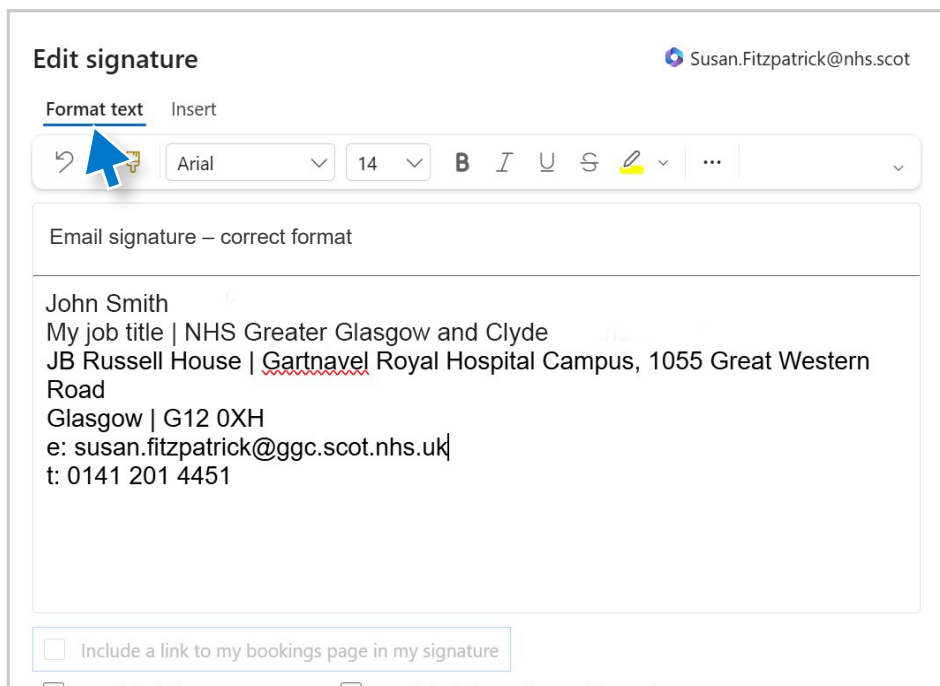
Cut Copy Format painter Clipboard

Basic Text

Paragraph

Add a signature name

Ensure the **format text** tab is selected



Edit signature Susan.Fitzpatrick@nhs.scot

Format text Insert

Undo Arial 14 Bold Italic Underline Strikethrough

Email signature – correct format

John Smith
My job title | NHS Greater Glasgow and Clyde
JB Russell House | Gartnavel Royal Hospital Campus, 1055 Great Western Road
Glasgow | G12 0XH
e: susan.fitzpatrick@ggc.scot.nhs.uk
t: 0141 201 4451

☐ Include a link to my bookings page in my signature

Copy and paste the text below and fill in your information:

Your full name

Full job title | NHS Greater Glasgow and Clyde

**Name of Hospital/Clinic or Building you work in | Address
Town | Postcode**

e: your NHS email address

t: work phone number

m: mobile number (if you have one you use for work)

When completed, it should look something like this:

John Smith

**Cardiac Consultant | NHS Greater Glasgow and Clyde
Queen Elizabeth University Hospital.... etc.**

Format your signature

To format your signature select text as shown below (Name, job title and health board)

Edit signature Susan.Fitzpatrick@nhs.scot

Format text Insert

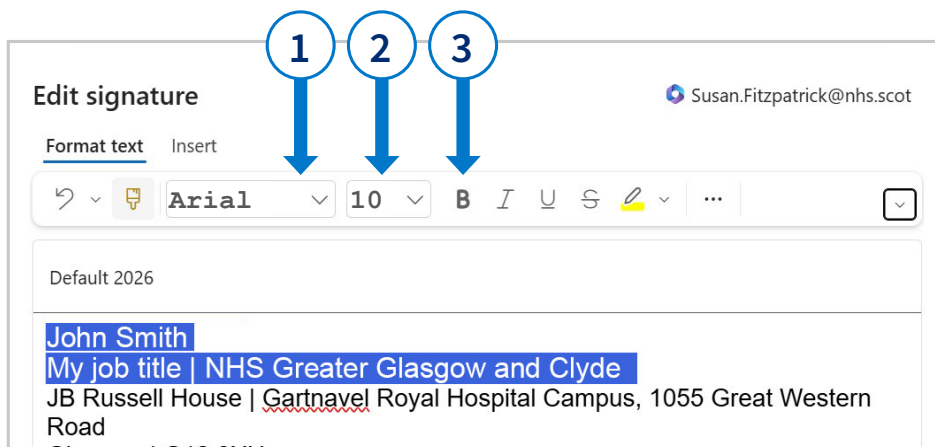
Default 2026

John Smith
My job title | NHS Greater Glasgow and Clyde
JB Russell House | Gartnavel Royal Hospital Campus, 1055 Great Western
Road
Glasgow | G12 0XH
e: susan.fitzpatrick@ggc.scot.nhs.uk

You'll now select the font, size and colour.

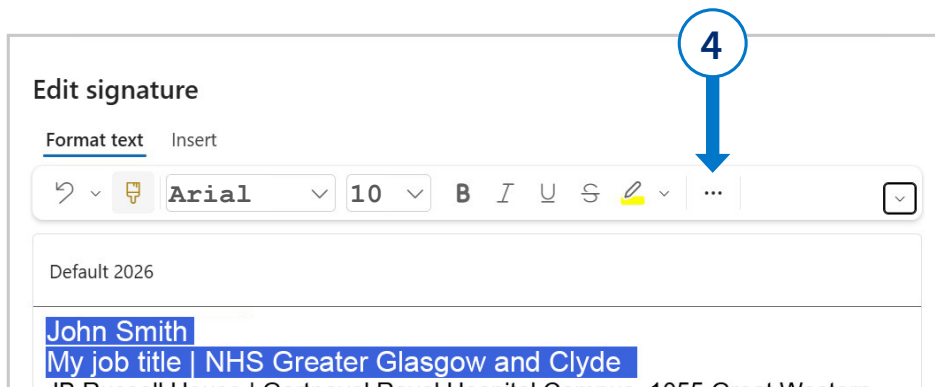
You will use the **Arial** font, which is already installed on your computer/laptop

1. For the first two lines (name, job title, NHSGGC) use the dropdown to select **Arial**
2. Use the dropdown to select **10**
3. Then click on **B** for bold

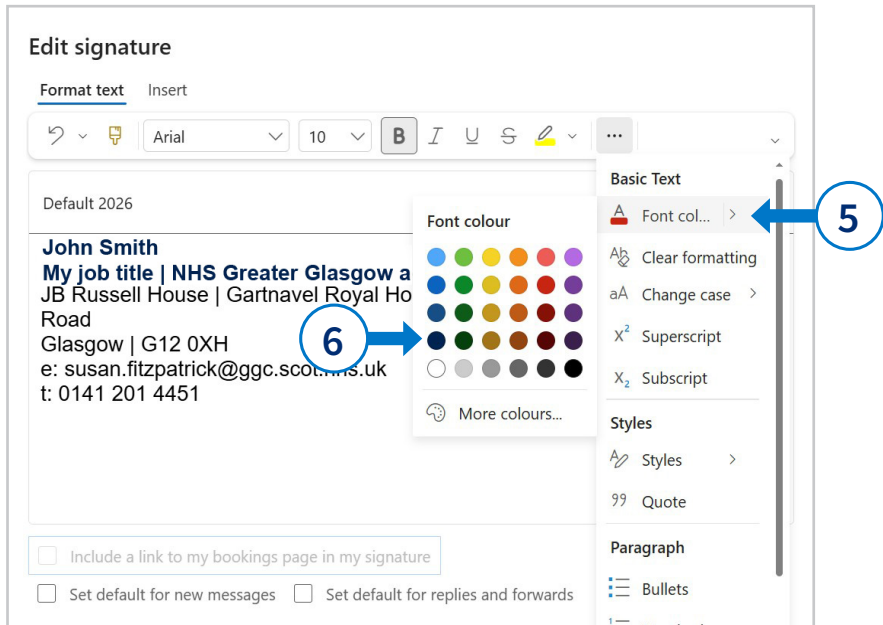


With the first two lines still selected:

4. Select the ... symbol



5. From the dropdown, select **font colour**
6. Then select **darker blue** font colour from the colour options.



The rest of your signature can be updated using the same method. Select:

- **Arial**
- **10**
- Leave the colour as **black**
- **Do not make this section bold.** Only the first two lines of your signature should be in bold (name, job title, NHS Greater Glasgow and Clyde).

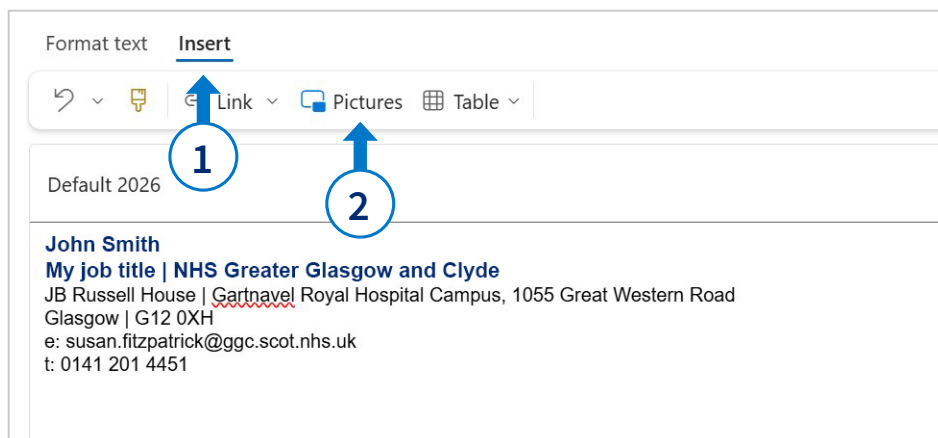
Add logo

Download the logo

- Download the correct NHSGGC logo here: <https://scottish.sharepoint.com/sites/GGC-Communications-PublicEngagement/SitePages/Design.aspx>
- Scroll to the bottom of the page and select the folder called NHS Scotland and NHSGGC Brand Guidelines.
- Download the assets required
- Or, download the logo from the www.nhsggc.scot/brand-resources page.

Add the logo to your signature

- Once you've entered your phone or mobile number, press return
- Open the **insert** tab (1) and select **pictures** (2)



- Navigate to the NHSGGC logo on your harddrive
- Click on the logo and select **open**
- The logo is likely to appear very large when you first insert it
- Click on the logo and anchor points will appear (3)

Format text Insert

↶ ↷ Link Pictures Table

Default 2026

John Smith
My job title | NHS Greater Glasgow and Clyde
JB Russell House | Gartnavel Royal Hospital Campus, 1055 Great Western Road
Glasgow | G12 0XH
e: susan.fitzpatrick@ggc.scot.nhs.uk
t: 0141 201 4451

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☐ Include a link to my bookings page in my signature

☒ Set default for new messages ☐ Set default for replies and forwards

Save Cancel

- Use your mouse to resize the logo so it sits neatly under the phone number

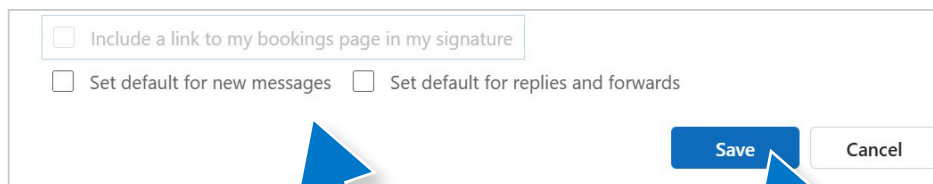
John Smith
My job title | NHS Greater Glasgow and Clyde
JB Russell House | Gartnavel Royal Hospital Campus, 1055 Great Western Road
Glasgow | G12 0XH
e: susan.fitzpatrick@ggc.scot.nhs.uk
t: 0141 201 4451



- Press **save** (4).

Select your default

- Select your preferred default option
- Then **save**.



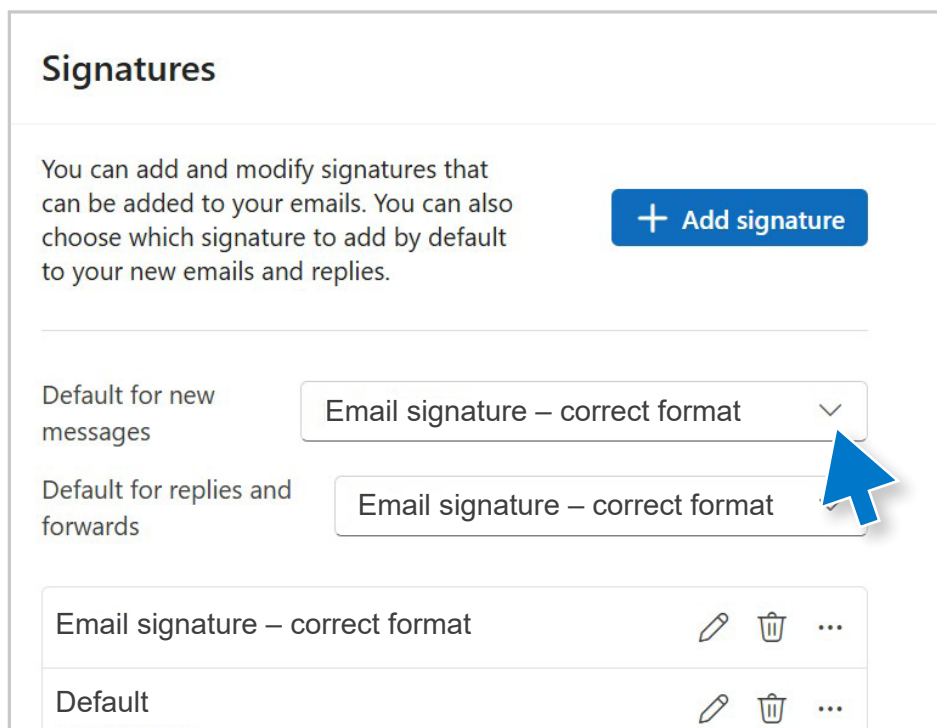
☐ Include a link to my bookings page in my signature

☐ Set default for new messages ☐ Set default for replies and forwards

Save Cancel

Set your new signature as your default

- When you save, you'll be taken back to the signature screen
- From the dropdown, select your new signature, then close the screen.



Signatures

You can add and modify signatures that can be added to your emails. You can also choose which signature to add by default to your new emails and replies.

+ Add signature

Default for new messages Email signature – correct format ▼

Default for replies and forwards Email signature – correct format ▼

Email signature – correct format	  
Default	  

Congratulations, you've set up your new email signature.

Designed and issued by:
NHSGGC Corporate Communications

July 2026