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# BRANDING

## BRAND TOOLKIT

- IIUM Email Signature

# IIUM EMAIL SIGNATURE GUIDELINES

Use of Email Signature that consistently displays the identity in e-mail communication is vital for an organization. Office for Communication, Advocacy and Promotion is responsible for ensuring the brand identity and the university is in its best. Therefore, all university staff are required to comply with the rules and guidelines to streamline the staff's identity through Email Signature.

**Example 1 : with photo**



**NAME**  
**POST**

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International Islamic University Malaysia,  
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**t:** +603 6421 6421  
**e:** XXX@iium.edu.my

**Example 2 : without photo**

**NAME**  
**POST**

**Creative Promotions and Digital Innovation Unit**  
Office for Communication, Advocacy and Promotion (OCAP)  
International Islamic University Malaysia,  
Jalan Gombak, 53100 Kuala Lumpur  
**t:** +603 6421 6421  
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