

Georgia College & State University Employee Email Signature Guide

In an effort to promote consistency across internal and external email communications, the Office of University Communications offers the following template for employee email signatures. We encourage all employees to utilize the standard signature in all email correspondence and to adopt the full name of the university, particularly when communicating with external audiences.

Email Signature Guide

Note: All lines should be Calibri, size 11 except for the slogan which will be in bold. Lines in red include optional text.

Line 1: Name (w/ optional info such as graduation year and pronouns) – Calibri, size 11

Line 2: Title – Calibri, size 11

Line 3: Georgia College & State University – Calibri, size 11

Line 4: Optional Campus Box Number – Calibri, size 11

Line 5: Optional City, State, Zip Code – Calibri, size 11

Line 6: Office Phone Number – Calibri, size 11

Line 7: Optional Cell Phone – Calibri, size 11

Line 8: Optional Fax Number – Calibri, size 11

Line 9: Optional Website Address (this can be updated to your departments overview page) – Calibri, size 11

Line 10: Empty line break (enter)

Line 11: Logo

Line 12: Optional Badge graphics

To learn more about changing your email signature:

<https://support.office.com/en-us/article/Change-an-email-signature-7db4abed-abe1-44aa-b423-38ab143427fa>

Email Signature Template

The Georgia College email signature for employees should appear as the examples below:

Full

Thunder Bobcat, MBA, '08
Official School Mascot
Georgia College & State University
Campus Box 001
Milledgeville, GA 31031
Office: (478) 445-0000
Cell: (478) 445-0000
Fax: (478) 445-0000
Website: gcsu.edu



Full with badges

Thunder Bobcat, MBA, '08
Official School Mascot
Georgia College & State University
Campus Box 001
Milledgeville, GA 31031
Office: (478) 445-0000
Cell: (478) 445-0000
Fax: (478) 445-0000
Website: gcsu.edu



Full with selective badge

Thunder Bobcat, MBA, '08
Official School Mascot
Georgia College & State University
Campus Box 001
Milledgeville, GA 31031
Office: (478) 445-0000
Cell: (478) 445-0000
Fax: (478) 445-0000
Website: gcsu.edu



Pronouns can be included in your signature but are optional.