Georgia College Employee Email Signature Guide

The Georgia College email signature for employees should appear as follows:

Thunder Bobcat, MBA, ’08
Official School Mascot
GEORGIA COLLEGE
Campus Box 001
Milledgeville, GA 31061
Office: 478-445-0000
Cell: 478-555-0000 (Optional)
Fax: 478-445-0001 (Optional)
thunder.bobcat@gcsu.edu

Think Independently. Lead Creatively.

Line 1: Name (w/ optional info) - Garamond, Bold, size 18
Line 2: Title – Garamond Bold, size 16
Line 3: GEORGIA COLLEGE – Garamond Bold, all caps, size 16
Line 4: Campus Box Number – Helvetica, size 11
Line 5: Milledgeville, GA 31061 – Helvetica, size 11
Line 6: Office Phone - Helvetica, size 11
Line 7: Optional Cell Phone - Helvetica, size 11
Line 8: Optional Fax Number - Helvetica, size 11
Line 9: Email address, Helvetica, size 11

Tag Line: Garamond Bold, font 14

To learn more about changing your email signature:
https://support.office.com/en-us/article/Change-an-email-signature-7db4abed-abe1-44aa-b423-38ab143427fa