

## 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](mailto: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>