

SRTC EMAIL SIGNATURE STANDARDS

Your email signature is **as important** as any other part of SRTC's brand identity. Below is the format for your SRTC email and directions for applying it to your emails. If you have any questions please contact Cole Posey or Amy Maison.

1. In outlook click on FILE
2. When the pop-up window opens click MAIL located on the left side
3. Next click Signatures (third button down on the right side)
4. Copy & Paste the format below and fill in your personal information
5. Click OK and then click OK again

Name

Full Title

Southern Regional Technical College

Your Campus Location Address

Your Campus Location Address

O: (229) xxx-xxxx | C: (229) xxx-xxxx (you can use cell or fax)

YOUR EMAIL ADDRESS HERE @southernregional.edu

southernregional.edu

