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