Email signatures

The College has approved the following standardized email signature to be used by all employees. Copy and paste this format into Outlook and update with your contact information.

In Outlook

* Go to the Outlook menu, then Settings, then Signatures.

In Webmail

* Click the gear at the top right of your window, then Compose and reply.

All text should be set to color #005749.

**Name Here** Ph.D. Professional & Academic Credentials Here (optional)

Personal pronouns: she, her, hers (optional)

Title Here | Department Here

[**Delta College**](https://www.delta.edu/) | 989-686-XXXX | 989-686-XXXX – fax (optional) | 989-686-XXXX – mobile (optional)

BXXX | 1961 Delta Road, University Center, MI 48710

*CONFIDENTIALITY: This email (including any attachments) may contain confidential, proprietary and privileged information, and unauthorized disclosure or use is prohibited. If you received this email in error, please notify the sender and delete this email from your system. Thank you.*

Contact the Marketing Department at [marketing@delta.edu](mailto:marketing@delta.edu) with questions.