

Email Signature

Irvine Valley College has developed the following standards for use in email signatures. The IVC Email Signature is designed to deliver branding consistency electronically to our internal and external audiences. Consistency in design, color, and type is important to reinforce the college's identity. Official emails from Irvine Valley College faculty and staff should utilize this standard formatting.

- **Font:** The email signature should be set in 11 pt Arial, with name in bold, and title and department in italics (see example below).

- **Content:**

1st line: **Name**

2nd line: *Title*

3rd line: *Department and/or School*

4th line: Phone | Fax | Email

Check with your supervisor to make sure your title and department/office/division are correct.

- **Email Signature Image:** The image should be placed one line below the last line of text (see example below).

Please do not attempt to develop your own email signature art.

In order to avoid the possibility of distortion in the receiver's message and maintain consistent college branding, please use the artwork provided by Marketing and Creative Services. Do not alter or change the size of the college logo.

It is not recommended to include personal quotes in an official Irvine Valley College email signature.

The IVC email signature image can be accessed online:

- [Windows \(PC\) users here](#)
- [OSX \(Mac\) users here](#)

(Right click on mouse over the link, select "Save Target as..." OR "Save File as...", " Save file to your desktop)

Please contact the IVC Technology Help Desk at ext. 5696 or submit a [Support Request ticket](#) if you are having difficulty setting up your Outlook email signature.

Example:

Hello,

This is an email example. Body copy goes here.

Very Respectfully,

Laser Smith, PhD

Biology Instructor

Life Sciences and Technologies

T: 949-451-0000 | F: 949-451-1111 | lsmith@ivc.edu



5500 Irvine Center Drive, Irvine, CA 92618
www.ivc.edu • 949-451-5100