CF Team,

As we begin the semester and the year, we would like to remind you of our email signature standards. A standard, consistent and clean email signature facilitates communications with our constituents: students, colleagues and community members. The signature is designed to maximize contact information while presenting a professional image. Please change your @cf.edu email account to reflect the following format for external and internal messages. Refrain from adding personal messages, artwork, quotes, etc., which distract from your message.

**Jane Smith | College of Central Florida                (Palatino Linotype, 11 pt, black font)**

Title | Department
Building Name, Room \_\_\_
3001 S.W. College Road | Ocala, FL 34474-4415 (or Citrus, Levy, Hampton Address)
352-854-2322, ext. \_\_\_\_ | Fax 352-\_\_\_-\_\_\_\_
youremail@cf.edu | [www.CF.edu](http://www.CF.edu)



Please Note: Due to Florida's very broad public records law, most written communications to or from college employees regarding college business are public records, available to the public and media upon request. Therefore, this email communication may be subject to public disclosure.

To create a signature:

* **Copy** an already existing sample signature like above (including logos and disclosure statement).
* In **Outlook**, go to **File**, then down to options.
* Go to **Mail**, then to **Signatures**.
* Click **New**, then name your signature.
* **Paste** the sample signature you copied earlier into this space.
* Update with your information and click and **Save** and then **OK**.
* Please note full addresses for other CF locations:

CF Citrus Campus | 3800 S. Lecanto Highway, Lecanto, FL 34461-9026

352-746-6721, ext. \_\_\_\_ | Fax 352-249-1218

            CF Levy Campus | 15390 N.W. Highway 19, Chiefland, FL 32626

            352-658-4077, ext. \_\_\_\_ | Fax 352-493-9994

            CF Hampton Center | 1501 W. Silver Springs Blvd., Ocala, FL 34475-6456

            352-873-5881, ext. \_\_\_\_ | Fax 352-873-5887

            CF Vintage Farm Campus | 4020 S.E. Third Ave., Ocala, FL 34480

           352-854-2322, ext. \_\_\_\_ | Fax 352-\_\_\_-\_\_\_\_

* If you need assistance, please contact Steve Hill, ext. 1762.