



UNIVERSITY OF ST. THOMAS

University of St. Thomas Email Signature

Email communications promote the University's brand identity in the same manner as the business card and other stationery. The most identifiable component is the email signature. The University offers the following standardized signature format when sending emails to external audiences.

Formatting your Email Signature:

The preferred font is Calibri (or the program default), 14 pt. black, for the email message and signature

- Name
- Position/Title
- Department/Office (optional if included in position/title)
- University of St. Thomas-Houston
- Phone
- Fax (optional)
- Website: www.stthom.edu (Hyperlink to website is optional)

Sample:

Marionette Mitchell
Director of Creative Services
University of St. Thomas-Houston
713-525-3120
Fax 713-942-3410
www.stthom.edu
INSERT **Email Signature Crest Logo** HERE

- **Email Signature Crest Logo:**
-- EmailSignatureCrestLogo.png (**attached inside this PDF**) is the only graphic included in the email signature.

NOTE: Download this PDF to your computer. When you open it, click the paper clip icon to reveal the attachment. Drag the attachment to your desktop. If you're unsure of how to then copy it from your desktop into your email signature, please refer to instructions at bottom of this page.

-- Internal and forward/reply emails may omit the logo.

- Optional information:
-- **Official University social media links** – Facebook and/or Twitter – Do not include images
Use this statement after the email signature logo:
Stay connected to us on [Facebook](#) and [Twitter](#)

-- **Disclaimers** and other qualifying information may be included when required for your department/office.

- Elements to Avoid:
-- Do not insert background graphics in the email message.
-- Do not include quotes in the email signature

Creating your Email Signature:

Following the format above, click [here](#) for Mac and [here](#) for PC if you need instructions on how to create a signature.