EMAIL SIGNATURE

To ensure that Centre College is referred to correctly and consistently in email signatures, the following standards should be applied to your signature files. The elements for the signature can be found at www.centre.edu/brandstandards and can be copied and pasted into the signatures in your Outlook signature files. If you need instructions on how to create a signature in Outlook, go to http://www.howto-outlook.com/howto/signatures.htm.

E-MAIL SIGNATURE SPECIFICATIONS
• The signature should be set in Calibri, 14pt., black type. No color text should be used.

WHAT NOT TO INCLUDE
• Do not include a quotation. A quote may not represent the College’s views and may offend the recipient.
• Do not include non-work-related information such as your personal Twitter, Facebook, IM, or Skype details. However, work-related social media can be included in your signature.
• Do not include additional images or attachments in the signature.

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CONFIDENTIALITY CLAUSE
A non-disclosure statement can be used if you are sending sensitive information. Below is suggested text:
This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient you are notified that disclosing, copying, distributing, or taking any action regarding the contents of this information is strictly prohibited.