E-mail Signature Guidelines

**Name** | **Title** | **Department**

Syracuse University

**Address 1**

**Address 2**

City, State zip

**t** 555.555.5555  **m** 555.555.5555  **f** 555.555.5555  **e** email@syr.edu

**SYRACUSE UNIVERSITY**

syr.edu

**IMPORTANT NOTE:** Do not simply copy and paste the signature sample into Outlook, as the correct formatting will not carry over.

**Font:** Arial and Arial Bold

**Font size:** 10 pt

**Colors:**

- **Orange:** R: 212  G: 69  B: 0
- **Gray:** R: 89  G: 89  B: 89

**Sample:**

**Susan Hendricks**  |  Vice President  |  Office of Special Days

Syracuse University

Building 12, Suite 400

222 Forever Street

Syracuse, NY 13244-0000

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