Tougaloo College Branding Initiative: Email Signature
Revised June 19, 2020

Tougaloo College employees are strongly encouraged to include the official, standardized College signature at the bottom of College emails to create a clear connection with the College. Email signature standards showcase uniformity and professionalism.

Please use the following Tougaloo College email signature format and structure template, as designed, to update your Outlook email signature. Thank you for helping to properly brand Tougaloo.

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Tougaloo College
500 West County Line Road
Tougaloo, MS 39174
601-977-7870 | 601-258-5648 (text) | lrrobinson@tougaloo.edu

Where History Meets the Future

Tougaloo College Email Signature Specifics:

Cambria regular 12 pt black	First and Last Name
Cambria italic 11 pt black	*Title*
Cambria regular 11 pt black	Department
Cambria regular 11 pt black	Tougaloo College
Cambria regular 11 pt black	500 West County Line Road
	Tougaloo, MS 39174
Cambria regular 11 pt black	601.977.XXXX	lrrobinson@tougaloo.edu

Don't forget to update your Outlook email signature from your cell phone if you send emails via phone.

Instructions for updating Tougaloo College employee email signature in Outlook for <u>PC</u>:

A.   Download the Tougaloo College tagline, accessible [HERE](#).

1. Click on the NEW EMAIL

2. Click MESSAGE tab

3. Click SIGNATURE, then SIGNATURES in the dropdown menu

4. Within the EMAIL SIGNATURE popup box, click NEW

5. Name your signature TAGLINE

6. In the large, bottom box, add name, title, location, Tougaloo College & address, your office phone number and email address, as formatted above. Select the ENTER button

7. Click the image and computer icon, located next to the Globe/Insert Hyperlink icon

8. Within this same EMAIL SIGNATURE popup box, ensure the TAGLINE signature is selected as your DEFAULT SIGNATURE for NEW MESSAGES and REPLIES/FORWARDS (dropdown menus)

Instructions for updating Tougaloo College employee email signature in Outlook for <u>Mac</u>:

A.   Download the Tougaloo College tagline, accessible [HERE](#).

1. Click on the SETTINGS icon (top right)

2. Click in the search box

3. Type SIGNATURE

4. Click on EMAIL SIGNATURE

5. In the large, bottom box, add name, title, location, Tougaloo College & address, your office phone number and email address, as formatted in the example above

6. Select the ENTER button on your keyboard to creat an additional blank line

7. Click the image icon, located next to the paint brush icon above your signature

8. Select the tagline, which you save in section A of these instructions

9. Click SAVE at the bottom right of your screen

Questions? Email helpdesk@tougaloo.edu or lrrobinson@tougaloo.edu