**CF Signature Standards**

Your email signature is often an opportunity to make a good first impression as a representative of CF. 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. The following sample is the approved format for email signatures for faculty and staff for @cf.edu email accounts. Please do not add personal messages, artwork, quotes, background, logos, icons, etc., that are not a part of the CF brand and that are not included in this sample as these distract from our message. Please note that photographs and icons that accompany your Zoom or other profile should also be professional.

**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 existing sample signature (including logos and disclosure statement).
* In Outlook, go to **File**, then to **Options**.
* Go to **Mail**, then to **Signatures**.
* Click **New**,then name your signature.
* Paste the sample signature you copied earlier into this space.
* Right-click on the image and select **Picture...** then select the **Alt Text** tab and enter “College of Central Florida logos” for accessibility.
* Update with your information and click **OK** to save.
* 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