



COLLEGE of  
CENTRAL  
FLORIDA

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ADMINISTRATIVE PROCEDURE

<b>Title: Signature Standards</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure for Policy # NA</b>
<b>Date Approved: 8/09/22</b>	<b>Division: General</b>

Your email signature and Outlook presence are 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.

Employees may only use professional headshots to accompany college email, zoom or other profile uses where you are representing yourself as an employee of the college. The marketing department can assist with scheduling a photo session for employees who do not have a professional headshot.

The following sample is the approved format for email signatures for faculty and staff for @cf.edu email accounts.

**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](mailto: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.

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. Do not add links that do not have prior approval of your vice president.

College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies contact Dr. Mary Ann Begley, Director of Diversity and Inclusion – Title IX Coordinator, Ocala Campus, Building 3, Room 117H, 3001 S.W. College Road, 352-291-4410, or [Equity@cf.edu](mailto:Equity@cf.edu).

To create a signature:

- Copy an existing sample signature, available at [inside.cf.edu/departments/marketing/](http://inside.cf.edu/departments/marketing/), then Outlook Email Signature.
- Include 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.
- Update with your information and click OK to save.
- Please note full addresses for other CF locations.

Review and update your signature annually or as needed.

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Vice President

Date

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President

Date