Email Signature – Texas Southmost College

**Instructions**

1. Insert your information into the email signature on Page 2.
2. Be sure not to change the formatting of the text:
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3. It may be necessary to press RETURN after entering your email address in order for Microsoft Word to activate the hyperlink (for recipients to click on).
4. Faculty and staff located at the Fort Brown Memorial campus should limit signature to 6 lines.
5. Faculty and staff located at the ITEC Center should limit signature to 7 lines.
6. Highlight and copy the email signature, making sure both columns are highlighted:



1. In Microsoft Outlook (or preferred email client), create a new email signature and paste your copied text.

For detailed instructions on how to create and edit email signatures in Microsoft Outlook, please visit the [Microsoft Support Page](https://support.office.com/en-us/article/Create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2).

* Do NOT include room or office numbers.
* Do NOT use personal quotes, logos or icons in email signatures.
* Do NOT modify (stretch out, make larger) or change the logo in any way.
* Use ONLY the logo included in the email signature template.
* Academic credentials after your name should be limited to doctorate and master’s degrees. Use only the highest degree achieved.

Faculty/Staff located at Fort Brown Memorial Campus:

|  |  |
| --- | --- |
|  | **First and Last Name***Your Job Title*Division or Department80 Fort Brown • Brownsville, Texas 78520(956) 295-9999 • first.last@tsc.edu[www.tsc.edu](http://www.tsc.edu/) |

Faculty/Staff located at ITEC Center:

|  |  |
| --- | --- |
|  | **First and Last Name***Your Job Title*Division or DepartmentITEC Center301 Mexico Blvd. • Brownsville, Texas 78520(956) 295-9999 • first.last@tsc.edu[www.tsc.edu](http://www.tsc.edu/) |