# **Email Signature for Faculty**

There are three different types of email signature formatting for faculty, and these are outlined on individual pages within this document. Please use the signature most appropriate.

**Note:** If you are using a different address, the last page of this document provides the other address content blocks to copy and paste from.

***Continue reading the next pages for signature block examples and instructions…***

# **Faculty Example #1**

|  |  |
| --- | --- |
| *Above: Screencap of the email signature within an Outlook message window.* | \*PLEASE NOTE: There is a hyperlink to the Schoolcraft College website when you click on the SC logo in your email signature. |

## **Copy/Paste Block:**

**Instructions:** Copy and paste the literal e-mail signature block content below into your signature email settings. You may find instructions on how to access and change your email settings online at: <https://www.schoolcraft.edu/branding/email-signature>

 **Name**

Biology Professor

Main: 734-462-XXXX

Direct: 734-462-XXXX



18600 Haggerty Rd., Livonia, MI 48152-2696

[schoolcraft.edu](www.schoolcraft.edu)

 ***Are you using another address?***
*Continue to the last page of this document for these content blocks…*

# **Faculty Example #2**

|  |  |
| --- | --- |
| *Above: Screencap of the email signature within an Outlook message window.* | \*PLEASE NOTE: There is a hyperlink to the Schoolcraft College website when you click on the SC logo in your email signature. |

## **Copy/Paste Block:**

**Instructions:** Copy and paste the literal e-mail signature block content below into your signature email settings. You may find instructions on how to access and change your email settings online at: <https://www.schoolcraft.edu/branding/email-signature>

 **Name**

*Chair of the English Department* | Liberal Arts

English Professor

Main: 734-462-XXXX

Direct: 734-462-XXXX



18600 Haggerty Rd., Livonia, MI 48152-2696

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 ***Are you using another address?***
*Continue to the last page of this document for these content blocks…*

# **Faculty Example #3**

|  |  |
| --- | --- |
| *Above: Screencap of the email signature within an Outlook message window.* | \*PLEASE NOTE: There is a hyperlink to the Schoolcraft College website when you click on the SC logo in your email signature. |

## **Copy/Paste Block:**

**Instructions:** Copy and paste the literal e-mail signature block content below into your signature email settings. You may find instructions on how to access and change your email settings online at: <https://www.schoolcraft.edu/branding/email-signature>

 **Name**, *PhD*

Discipline

Main: 734-462-XXXX

Direct: 734-462-XXXX



18600 Haggerty Rd., Livonia, MI 48152-2696

[schoolcraft.edu](www.schoolcraft.edu)

 ***Are you using another address?***
*Continue to the last page of this document for these content blocks…*

## **Using the Radcliff Center Address:**

**Instructions:** Copy and paste the Radcliff Address in place of the Livonia address if applicable.

1751 Radcliff St., Garden City, MI 48135
[schoolcraft.edu](www.schoolcraft.edu)

## **Using the Public Safety Training Complex Address:**

**Instructions:** Copy and paste the PTSC address in place of the Livonia address if applicable.

31777 Industrial Road, Livonia, MI 48150
[schoolcraft.edu](www.schoolcraft.edu)