# **Email Signature – Staff Example**

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| --- | --- |
| C:\Users\m0447874\AppData\Local\Microsoft\Windows\INetCache\Content.Word\email-signature-example-staff.png  *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**

*Title* | Department

Main: 734-462-XXXX

Direct: 734-462-XXXX

[](http://www.schoolcraft.edu/)

18600 Haggerty Rd., Livonia, MI 48152-2696

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

***Are you using another address?***   
*Continue to the next page 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)