Email Signature Models

An email signature is used to identify yourself, your contact information and your affiliation(s). Faculty and staff are encouraged to use a standard Colorado School of Public Health email signature model to promote the school's visual identity and maintain consistency across units.

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*Campus names to be inserted in the email signature include: CU Anschutz Medical Campus, Colorado State University, or University of Northern Colorado. If you work for central administration for the school, please do not include a specific campus. ColoradoSPH employees are encouraged to use their campus highlight wordmark in signatures.

Additional Guidance

- Refrain from using backgrounds and pictures in your official email account.
- Use simple 10pt or 11pt font, or your email client's default font.
- Refrain from using quotations or philosophical statements.
- Official university email accounts should reflect professionalism and be used to conduct school and university business only.