Email Signature

Font: Calibri, SIZE: 10pt, Black
Credentials: Calibri, SIZE: 8pt, Black
Link Color: Burgundy (#860038 or R=132 G=0 B=56)

First name, Last name in bold. You may include additional identifiers such as middle initial if desired.

Credentials are optional. For example, Ph.D. If you graduated from Dominguez Hills you may include your graduation year, M.A. ('98) etc. Use smaller text size for credentials 8pt.

Title in bold text. Short titles may go on same line as name, separated by longer dash. Long titles may be moved to next line down or go on more than one line without dash.

Full university name in text. Include your office location.

Include your department name.

To type the pipe or vertical bar, look for the backslash symbol on your keyboard.

Option for three contact numbers.

Name, CREDENTIALS (XX) – Title
Unit Name
California State University, Dominguez Hills
1000 E. Victoria Street, OFFICE LOCATION
Carson, California 90747
T: (310) 243-XXXX | E: emailaddress@csudh.edu
www.csudh.edu

Additional contact number formats:
If including additional contact numbers, move the email address to the next line.

Option for three contact numbers.

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