

Email Signature

Irvine Valley College has developed the following standards for use in email signatures. The IVC Email Signature is designed to deliver branding consistency electronically to our internal and external audiences. Consistency in design, color, and type is important to reinforce the college's identity. Official emails from Irvine Valley College faculty and staff should utilize this standard formatting.

- **Font:** The email signature should be set in 11 pt Arial, with name in bold and title in italics (see example below).
- **Content:**
 - 1st line: **Name**
 - 2nd line: *Title*
 - 3rd line: Department and/or School
 - 4th line: Phone | Fax | ivc.edu OR Department URL

Check with your supervisor to make sure your title and department/office/division are correct.

- **Logo Image:** The image should be placed below the last line of text (see example below).
 - **Download Logo Image**
(Right click on mouse over the image, select " Save Image as..." OR "Save Picture as..." and save file to your desktop.)
 - When embedding the image within your email, be sure to add the following Alternative Text for the image:
Irvine Valley College. 5500 Irvine Center Drive, Irvine CA, 92618. Great Colleges to Work for 2022 – Honor Roll.
 - If the image in your signature appears much larger than the example below (common when using the web version of Outlook), scale down the image proportionately by dragging one of its corners inward.


- **EXAMPLE:**

Hello,

This is an email example. Body copy goes here.


Best Regards,

Laser Smith, Ph.D.
Biology Instructor
 Life Sciences and Technologies
 T: 949-451-0000 | F: 949-451-1111 | ivc.edu



IRVINE VALLEY
COLLEGE

5500 Irvine Center Drive
Irvine, CA 92618



Please do not attempt to develop your own email signature art.

In order to avoid the possibility of distortion in the receiver's message and maintain consistent college branding, please use the artwork provided by Marketing and Creative Services.

Do not alter or change the size of the college logo.

It is not recommended to include personal quotes in an official Irvine Valley College email signature.

Please contact the IVC Technology Support Help Desk at ext. 5696 or submit a [Technical Support Ticket](#) if you are having difficulty setting up your Outlook email signature.