

Email Signature

An email signature is your digital business card. It's important to present your email signature in a professional and unified manner, just as you would with your traditional printed business card.

What to Include in your Email Signature?

Required:

- Logo
- Name
- Phone
- Tougaloo College


Recommended:

- Position/Title
- School/College/Department
- Street Address
- College Website

Optional:

- Building
- Fax Number
- Additional Phone Numbers
- Email
- Gender Pronouns

To:	<input type="text"/>
Cc:	<input type="text"/>
Subject:	<input type="text"/>



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