**Please follow these steps to update your corporate email signature template to the design below.**

1. Copy the entire signature (beginning at “FIRSTNAME LASTNAME” all the way to the Confidentiality Notice) and paste into your email signature template on Outlook.
2. Fill out your personal information in the email signature template where customization is needed
   * Keep the fonts, colors, and styling as provided in this template. Do not manipulate the template styling.
   * Optional: The cell phone number line is optional. Delete that part if you only want to include your office phone number.
   * Optional: You can place a call-to-action link on a line underneath the social media icons

(I.E.: “Request a Project” “Book an Appointment” or “Apply Today”)

***Copy and paste the template between the red lines***

**FIRSTNAME LASTNAME**

**Position Title Here**

Department Name Here

Office: (803) 807-xxxx

Cell: (xxx) xxx-xxxx

[](http://ciu.edu/)

[](https://www.facebook.com/columbiainternationaluniversity) [](https://www.instagram.com/columbiaintluniversity/) [](https://www.youtube.com/columbiainternationaluniversity) [](https://www.linkedin.com/school/columbia-international-university/)

*CONFIDENTIALITY NOTICE: This email, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you received this email and are not the intended recipient, please inform the sender by email reply and destroy all copies of the original message.*

**If the fonts, colors, links get lost in the process of pasting the template, please follow these guidelines:**

Font: Name line & Position Title line are Arial Bold

All other lines are Arial Regular

Font Size: Name line is 11 point font size.

All other lines are 10 point font size.

Colors: Name line is Hex #002B5C

Position Title line is Hex #2C77B9

Department line and Phone number line is Hex #3E556F

Hyperlinks: CIU logo: <https://ciu.edu>

Facebook: <https://www.facebook.com/columbiainternationaluniversity>

Instagram: <https://www.instagram.com/columbiaintluniversity/>

YouTube: <https://www.youtube.com/columbiainternationaluniversity>

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