

# Email Signature Template

## Email signature template

Please follow the below guidelines to ensure messages across the college have a streamlined, consistent presentation. Note that the signatures do not include logos, which can render incorrectly or impede message delivery. The template below is formatted to 12-point Roboto.

### **Full Name**

([Pronouns](#), if desired)

Title

(Academic department, if applicable. [Copy and paste a link from below](#). Otherwise, delete.)

[College of Communication, Media, Design and Information](#)

University of Colorado Boulder

Office: (Building name/4-digit code) room #

first.last@colorado.edu

P XXX XXX XXXX (Delete if you don't have an office phone)

(Personal links, such as LinkedIn profile, research website or creative portfolio)

Here is a complete example:

### **Chip Buffalo**

(he/him/his)

University Mascot

[College of Communication, Media, Design and Information](#)

University of Colorado Boulder

Office: CASE W360

[chip.buffalo@colorado.edu](mailto:chip.buffalo@colorado.edu)

P: 303-492-1411

[Instagram](#)

## Links to academic departments

This section is for signatures that contain an academic department. The URLs for existing CMCI academic pages will redirect to /cmdi beginning July 1. You can link to

the current site (links below) in your signature. The exception is ENVD, which will move completely under the CMDI website later on.

**Current links to departments (will redirect starting July 1):**

[Department of Advertising, Public Relations and Design](#)

[Department of Communication](#)

[Department of Critical Media Practices](#)

[Department of Environmental Design](#)

[Department of Information Science](#)

[Department of Journalism](#)

[Department of Media Studies](#)

**New links (effective July 1):**

[Department of Advertising, Public Relations and Design](#)

[Department of Communication](#)

[Department of Critical Media Practices](#)

[Department of Environmental Design](#) (will be set later in the summer)

[Department of Information Science](#)

[Department of Journalism](#)

[Department of Media Studies](#)