EMAIL SIGNATURE

Every email that comes from the Hostos Community College reflects upon the institution. Using one simple, branded email signature helps strengthen the College's visual identity. In order to create a more consistent university-wide web presence, please use the following email signature templates as a baseline.

Faculty and Staff are allowed to personalize their signature with additional information, but at the bare minimum the following design and structural parameters and elements should be included.

The College signature references a global logo file and was developed using inline styles to help ensure your emails look their best.

Ana Martínez Orizondo | Vice President, Institutional Advancement
Division of Institutional Advancement | Hostos Community College, CUNY

p. 718-518-4394
a. 120 E. 149th St., D-203, Bronx, NY 10451
w. GivetoHostos.com
w. Hostos50.cuny.edu

Ana Martínez Orizondo | Vice President, Institutional Advancement
Division of Institutional Advancement | Hostos Community College, CUNY

p. 718-518-4394
a. 120 E. 149th St., D-203, Bronx, NY 10451
w. GivetoHostos.com
w. Hostos50.cuny.edu

Structure and Design
When creating your signature use one of two formats. In addition, we recommend typing and formatting inside an Outlook email window. Once completed, copy the signature and paste into the signature box. Creating the signature in an outside program, such as Microsoft Word, and then copying into the signature box, may cause formatting issues.

Basic Guidelines
Follow these guidelines to ensure the best formatting of your email signature.

1. Do not add anything to the signature file, such as inspirational quotes or additional graphics.
2. You do not need to use a signature on every email you send. Be sure to add it to any email going to external audiences, but it's not necessary on everyday communications with your on-campus colleagues.