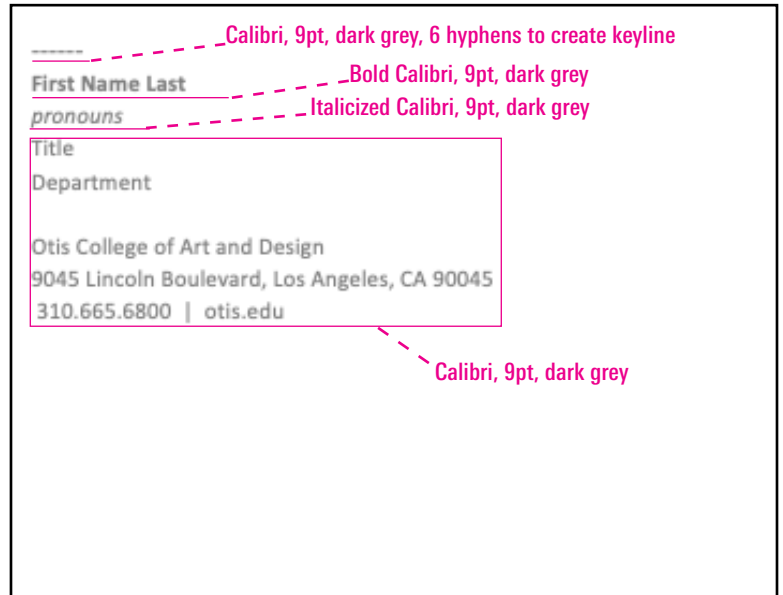


Otis College Email Signature Instructions

STANDARD EMAIL SIGNATURE

All emails should use a standard format of 10pt Calibri or Arial font for body text. Email signatures should be set to 9pt Calibri type, in dark grey, with embedded hyperlinks that point to the Otis website. Otis College logos should not be included in email signatures.



OTIS IS ESSENTIAL EMAIL SIGNATURE

To promote the current fundraising campaign in your email signature, type OTIS IS ESSENTIAL using Arial, bold, all caps. "ESSENTIAL" should be denoted in red text. The line should be hyperlinked to the campaign site: otis.edu/essential.

