

Policy - E-Mail Signature Block Standard

- Date:** October 24, 2012
- Purpose:** To set forth a policy detailing acceptable signature block of e-mails.
- Scope:** All Otis College faculty, and staff.
- Discussion:** The College provides computers and communication systems (telephone, voice mail and electronic mail, all centralized computer systems, and the local/wide area networks) to support the faculty and staff in their day-to-day college related tasks and to provide students with needed resources for their classes. Faculty and staff using the Otis e-mail system should do so within the same context and with the same limitations as if they were using Otis letterhead stationery. All e-mail correspondences should be treated as a formal form of communication. As with any formal communications standard signatures are expected. This extends to all e-mail communications – internally and externally.
- Details:** The following defines the proper construction of the e-mail signature block used at Otis College by faculty and staff.

The signature block will contain the following information to identify the sender and give the parties receiving the message enough information to reply by letter, phone, fax or e-mail as needed. It is understood that not all employees need to provide the same degree of contact information, if an item is not marked optional, then it's required.

Your Name, Your Title
Your department or office
Otis College of Art and Design
Complete Address
Phone: (310) xxx-xxxx FAX: (310) xxx-xxxx (fax if applicable)
Your Otis E-mail Address
www.otis.edu or www.otis.edu/your_dept_homepage (use one or the other but not both)

Example: Robert S. Walters, CIO
Information Systems
Otis College of Art and Design
9045 Lincoln Blvd. Lost Angeles, CA 90045
Phone: (310) 665-6916 FAX: (310) 665-6918
rwalters@otis.edu
www.otis.edu

Note: Never include an image of your actual signature; it could be used to sign off all kinds of documents or other fraudulent usage.

Note: Emails containing confidential information must include the following disclosure information as part of the signature block. View the following tutorial to learn how to set up multiple signatures so that you have the option to include the disclosure only when necessary. http://www.otis.edu/life_otis/staff_life/communications/signature.html

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11/05/2012 Updated