***SCC Celebrate City Limited Edition***

Email Signature Templates

Celebrate City email signature templates are available for a limited time to help promote and build excitement for the college’s annual community open house. **Please use the template below leading up to the event. Be sure to switch back to the standard SCC Email Signature Template when the event has passed. Don’t worry – Celebrate City templates will be back again next year!**

Choose one of the following signatures and customize with your own name, job title, department, phone, extension (if applicable), and pronouns (optional). Follow these instructions to use the template to update your signature in Outlook:

**Step 1:** Once you have customized the following signature, hover over the signature andclickCursor that appears when you hover over a table. to select all the elements in the signature.

**Step 2:** Select **Copy (Ctrl + C** on PC or **Cmd + C** on Mac**)**.

**Step 3:** Open Outlook and navigate to the Signatures editor.

* On a Mac, click **Outlook**, then **Preferences**, then **Signatures**. Create a new signature using the plus sign or edit an existing signature.
* On a PC, click **File**, then **Options**, then **Mail**, then **Signatures**. Create a new signature or edit an existing signature.

**Step 4:** **Paste (Ctrl + V** on PC or **Cmd + V** on Mac**)** the signature in the text field and click **Save**.

Signature Template 1

|  |  |
| --- | --- |
|  | Jane Doe (she/her/hers)  Communications Specialist  PUBLIC INFORMATION OFFICE  Ph. (916) 558-5555 ext. 1234  3835 Freeport Boulevard, Sacramento, CA 95822  [SCC.LOSRIOS.EDU](https://scc.losrios.edu/) |

Signature Template 2

|  |  |
| --- | --- |
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