



Napa Valley College Email Signatures

Consistent email signatures for @napavalley.edu email accounts are an opportunity to create brand awareness while relaying relevant contact information. In addition, consistent and clear email signatures present a professional appearance for conducting business through email.

Please use the following guidelines in creating your @napavalley.edu email account signature in Outlook:

- **Less is more:** Email signatures should be succinct conveying who you are and contact information. You can use pipes (|) to separate components adding two spaces between content and pipes so as not to confuse numbers or letters with the pipe.

Refrain from using quotes or epigraphs in business communications to keep the message professional and to avoid having others assume a particular statement represents the institution.

- **Font:** Use 10 or 11-point Calibri or Arial which is a standard font on both Mac and PCs. Non-standard fonts may not translate across email client platforms and may not be in compliance with ADA standards.
- **Color:** Black or dark gray text is preferable and consistent with the NVC branding color pallet.
- **Phone numbers:** Include the phone and/or fax numbers you use regularly in an effort to make it easy for others to reach you. Don't include a cell or fax number if it's not something you often use or want to share.
- **Social media:** Adding links to social media channels is a great way to promote the main accounts.
Facebook: <https://www.facebook.com/nvcollege>
Twitter: <https://twitter.com/nvcollege>
Instagram: <https://www.instagram.com/napavalleycollege/>
LinkedIn: <https://www.linkedin.com/school/napa-valley-college/>
- **URL conventions:** As we have become familiar with website signatures, there is no longer a need to use the "www" in a URL unless the URL calls out for a prefix such as:
<https://www>
- **NVC Logo:** Include a proportionately appropriate institutional logo for Napa Valley College (see sample below). The full color logo is preferred.
- **Additional graphic elements and logos:** Other than institutionally reviewed and requested logos, no other logos or graphic elements (clip art) should be included with your NVC institutional email signature.



Here is an example of an email signature with the college and social media logos. Feel free to copy and paste into your email signature block. The logos are hyperlinked to the college's pages.

Your Name Here

Your Title Here

Your Department Here

Ph: (707) 256-0000 | Fax: (707) 256-0000

Napa Valley College
2277 Napa-Vallejo Hwy
Napa, CA 94558
napavalley.edu



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How to Create an Email Signature in Outlook

Follow these instructions to create a signature for use on a single email message, or for all outgoing messages. Note that it will remain possible to send email messages that do not include the signature.



1. Launch Microsoft Outlook and click on **New Email**.
2. With the new, blank, email message open, click **Signature** from within the Message menu and select **Signatures**.
3. From within the Email Signature tab, click **New**.
4. Enter a name for the signature and click **OK**.
5. In the Edit Signature box, enter your Signature message (use formatting options, if desired) and click **OK** if done; or, continue to the next step if you'd like to add an image (e.g., NVC logo or social media logos).
6. To add an image to the Signature, put your cursor in the appropriate place and click on the Picture icon. 
7. Browse to select the image and click **OK**.

Adding a Signature to Outlook Messages

Automatically Include Signature in All Email Messages



Choose default signature

E-mail account:

New messages:

Replies/forwards:

1. Select **New Email**.
2. Click **Signature** from within the Message menu and select **Signatures**.
3. From within the Choose Default Signatures area on the right side, select the email account that the Signature will be attached to.
4. Select the appropriate Signature from the New Messages drop down.
5. To have the Signature included in Reply, Reply All or Forwarded messages (not standard practice), select the Signature from the Replies/Forwards dropdown.



Add a Signature to an Individual Message

1. Select New Email.
2. Click **Signatures** and select the Signature to be inserted.

Removing a Signature from an Email Message

1. Highlight the Signature from within the email message and press **Delete**.