**NOTE – items highlighted in yellow are optional elements**

**Instructions:** Simply insert your information into the appropriate areas below. Some areas are optional, and can be removed if not utilizing. When finished, copy and paste into your Outlook signature editor. If unsure how to access signature editor, please view video linked above on the Communications Guidelines Page under “How to set up your Outlook Email Signature”.

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**First and Last Name**

Title or Role

Department *(if applicable)*

Phone Number

[Link](https://www.frc.edu/admissions/admissionslanding) to Department Website (make sure to insert hyperlink, if using)

*\*Optional social media links, feel free to link to department specific social media sites if applicable*

[Facebook](https://frccd-my.sharepoint.com/personal/nmaffei_frc_edu/Documents/Marketing/Communications/frc.edu) | [Instagram](https://frccd-my.sharepoint.com/personal/nmaffei_frc_edu/Documents/Marketing/Communications/frc.edu) | [YouTube](https://frccd-my.sharepoint.com/personal/nmaffei_frc_edu/Documents/Marketing/Communications/frc.edu)

