



DONNELLY
COLLEGE
EST. 1949

Email Signature Policy

Reviewed/Revised Date July 2022

Approved by: Administrative Council

Responsible Official: HR

Proposal for Email Signature Block:

EMAIL SIGNATURE BLOCK Donnelly employees are expected to present a professional image. This includes email communications from the Donnelly email address @donnelly.edu.

Our policy requires you use the email signature format below for all email communication sent as part of your position. Other information such as personal cell phone numbers, social media links, quotes and any other material, personal pronouns, facts, or data, may not be included in the signature block.

In Outlook 365 > Select File > Options > Mail > click Signatures button on left > Create name for signature to edit > Under Edit signature enter your name and details > click OK when complete

First and Last Name

Full Job Title

phone number | email address

Donnelly College is a Catholic institution of higher education that seeks to continue the mission of Jesus Christ in our time by making the love of God tangible in our world. Specifically, the mission of Donnelly College is to provide education and

community services with a personal concern for the needs and abilities of each student, especially those who might not otherwise be served.