

**COLLEGE OF ARTS & SCIENCES**

**Office Email Signature**

Every member of the College of Arts & Sciences is an ambassador to our community, thus all faculty and staff are encouraged to have their email signatures reflect the University of Miami College of Arts & Sciences brand. If you want to use the College format you can simply copy and paste the following signature block into your Outlook signature and then fill in your information:

|  |
| --- |
|         [optional logo; place on right side 1 space below the end of your signature to avoid clutter on the left side main signature area]*At the U, we transform lives through teaching, research and service* |

**Your Name, Your.Degree**

Working Title | University of Miami College of Arts & Sciences |

Department or Program Name | P: 305-XXX-XXXX |

F: 305-XXX | youremail@miami.edu | [as.miami.edu/your departmental website](http://www.as.miami.edu/office-of-communications)



  

**\*NOTE\*:** If applicable to you, you can place a short note, instruction, or disclaimer of your choice here.