**INSTRUCTIONS FOR OUTLOOK**

Our email signature is part of our shared brand, helping us present a consistent and professional image. Please use the official MC signature as provided—no changes to the logo, fonts, or colors. When copy and pasting, ensure the font is Arial. Keep it clean by avoiding extra messages or graphics and be sure your title matches your official listing in Workday.

For instructions on how to create your email signature for Outlook and for Outlook 365, visit <https://www.montgomerycollege.edu/offices/advancement-and-community-engagement/marketing-and-communications/brand-and-creative/branding/index.html>.

**EMAIL SIGNATURE FORMAT**

Copy and paste the email signature below into Outlook. You will then edit the email signature in Outlook.

**Firstname Lastname**

Title

123.456.7890 office

123.456.7890 fax  
123.456.7890 cell

first.lastname@montgomerycollege.edu

**Department or Office Name**

Street Address, Suite 000

City, State Zip

**montgomerycollege.edu**

Purple letters on a black background

AI-generated content may be incorrect.

[Web](http://www.montgomerycollege.edu) | [X](http://www.x.com/montgomerycoll) | [Facebook](http://www.facebook.com/montgomerycollege)

(Optional) If your department requires a confidentiality clause on all outgoing emails, place your department’s confidentiality clause here. Otherwise, delete this line.

**INSTRUCTIONS FOR OUTLOOK 365**

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123.456.7890 cell

first.lastname@montgomerycollege.edu

**Department or Office Name**

Street Address, Suite 000

City, State Zip

[**montgomerycollege.edu**](https://www.montgomerycollege.edu)

Insert Montgomery College Logo Here

[Web](https://www.montgomerycollege.edu/) | [X](https://www.x.com/montgomerycoll) | [Facebook](https://www.facebook.com/montgomerycollege)

(Optional) If your department requires a confidentiality clause on all outgoing emails, place your department’s confidentiality clause here. Otherwise, delete this line.

**MONTGOMERY COLLEGE LOGO FOR EMAIL SIGNATURE**

You will need the image link below to insert Montgomery College’s logo into your email signature. Please refer to the instructions for how to do this.

<https://media.montgomerycollege.edu/communications/marketing-communications-website/mcemailsignature/outlook/assets/MC_Logo_Outlook.png>