



June 1, 2022

TO: All Chancellor’s Office Staff
FROM: Paul Feist, Vice Chancellor for Communications & Marketing
RE: CHANCELLOR’S OFFICE BRAND ALIGNMENT: EMAIL SIGNATURE ROLL-OUT

Dear Chancellor’s Office Colleagues,

The Communications Division is pleased to share updated email signatures designed to provide a unified style of contact information reflective of the Chancellor’s Office organizational realignment. The Chancellor’s Office standard branded email signature should be used in all email correspondence for a professional, unified look throughout the agency.

The Email Signature Template includes all contact information that may be helpful to a recipient who receives email from you on behalf of the Chancellor’s Office. The template is a guide to help you customize information in your email signature block. Source Sans Pro is the approved font for the Chancellor’s Office email signature block. Please do not alter the font type, size, or colors in this template. You may remove the content that does not pertain to you (e.g. mobile phone) and you may add pronouns after your name in parentheses (e.g. (She/Her)); however, you may not add elements outside of the template to maintain a strong, consistent brand identity. For example, do not add a logo image or an inspirational message. A confidentiality statement may be added to the end of the email signature block if necessary. For plain text email where choosing font size or type is not an available option, simply include the same content in the same order and relative spacing for maximum branding consistency.

Below is a customizable **Email Signature Template**. Instructions for how to set this up in Microsoft Outlook follow on page two:

Divisions with Offices

First Last

Title
Office Name
Division Name

O (###) ###-#### | M (###) ###-####
email@cccco.edu

California Community Colleges Chancellor’s Office
1102 Q Street, Sacramento, California 95811
www.cccco.edu

Divisions without Offices

First Last

Title
Division Name

O (###) ###-#### | M (###) ###-####
email@cccco.edu

California Community Colleges Chancellor’s Office
1102 Q Street, Sacramento, California 95811
www.cccco.edu

The California Community Colleges Chancellor's Office Email Signature Set-Up

To set up your Chancellor's Office email signature in Microsoft Outlook:

1. Highlight the Email Signature Template (page one of this memo), right-click and select "Copy"
2. Launch Microsoft Outlook
3. Go to the "File" tab and select "Options" on the blue sidebar
4. Go to the "Mail" tab and select the "Signatures" button
5. On the "E-mail Signature" tab, select "New"
6. Name the signature "CCCCO Signature" and select "OK"
7. Paste the copied Email Signature Template document in the text box field (Choose "Keep Source Formatting" paste option)
8. Customize the information with your name, title, phone, email etc.
9. Select the "Save" button

To choose the default signature:

1. In the same window, under "Choose default signature," select the following from the drop-down menu: → New messages: CCCCCO Signature → Replies/forwards: (none)
2. Select "OK" to close out all windows
3. Select "New Email" to check that the standard email signature has been applied

For questions and help setting up your email signature, please contact the Communications and Marketing Division at brand@cccco.edu.