

## Signature Block Information March 2021



The information below was sent via email on March 29, 2021, and is included for your reference and action below. If you have questions or need further information, please contact Lori Edgeworth.

*Note: signature blocks should be updated by April 15, 2021, according to the instructions below.*

The Strategic Planning and Budgeting Council has updated the signature block for all College emails. Two years ago, the SPBC developed a signature block to be used on all college emails so that we are presenting “One Voice, One Message” on our emails. Email is an official form of communication for Mercy College so we want to make sure that we have a standard presentation to the emails being sent by all faculty and staff.

The updates to the Signature block include the addition of our Social Media icons. This allows for anyone receiving an email from the College to click on the icon and be taken directly to our social media. This will allow us to obtain more followers on social media as we are working hard to increase our social media presence.

In addition, we have added the line for pronouns. Adding pronouns to your email lets you inform others of who you are and demonstrates an inclusive environment at the College. Adding pronouns is optional. However, the other aspects are required.

Updating your signature block is very simple. Here is the Microsoft how-to guide for using signatures which contains step-by-step screenshots of how to set your signature: [Microsoft how-to signature guide.](#)

Below is a sample of what your Signature Block should be. It is to be in 12-point Times New Roman Font. Faculty and staff will need to set their own signature. You should be able to copy and paste the example signature block when building your own signature.

### Example Signature Block

Hannah Bohn, B.A.  
Coordinator of Alumni/Grants  
Mercy College of Ohio  
2221 Madison Avenue  
Toledo, OH 43604  
Office Phone: (419) 251-8993  
[hannah.bohn@mercycollege.edu](mailto:hannah.bohn@mercycollege.edu)

Mercy College of Ohio, a Catholic institution with a focus on healthcare, educates and inspires students to lead and to serve in the global community.

Pronouns: She/Her

Follow Mercy College of Ohio on social media!

