With COTC’s 50th anniversary celebration ended, it’s time to update email signatures to remove the 50th anniversary mark. We have also created a standard format for the inclusion of preferred personal pronouns. While including a pronoun preference is not required, we encourage all to consider using this inclusive language. Examples of preferences are included below. You can learn more about the inclusion of pronouns [here.](https://pronouns.org/what-and-why)

You can copy and paste the email signature example and the logo/tagline below into your Outlook signature and update with your personal information. The template below uses COTC branded colors and fonts, which are detailed at the bottom, so please be sure to update your entire signature.

**Firstname Lastname**

Pronouns: She/Her/Hers ([what is this?](https://pronouns.org/what-and-why)) (choose the appropriate set of pronouns with which you identify yourself) Pronouns: He/Him/His ([what is this?)](https://pronouns.org/what-and-why)  
Pronouns: They/Them/Theirs ([what is this?)](https://pronouns.org/what-and-why)

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**Logo

Description automatically generated with medium confidence**

**Name**

(optional pronouns)

Title  
(optional department name)  
building and street address

city, state zip code

Office phone │ Email (or optional Cell phone)   
Email if Cell phone included above

Font = Arial

Personal name = 11 point/bold/blue

Title, address, contact = 10 point/gray

Pronouns = 10 point/gray

Blue = RGB 10, 34, 64

Gray = RGB 91, 102, 112

Link to website embedded in logo