**Anniversary Email Signature Guide**

To have consistency with our email signatures throughout the College, please follow the instructions below.

Open Signatures in your Outlook settings and copy/paste the content below. The font should be Calibri and the sizes are indicated beside the lines. Customize it and add a hyperlink to the logo to link a page of your choice on our website. The address should link to google maps.

First and last name (14 pt)

*Your title (12 pt italic)*

Your Department (12 pt)

(727) 562-XXXX (12 pt)

[1401 61st Street South](https://www.google.com/maps/place/1401+61st+St+S,+Gulfport,+FL+33707/@27.7565553,-82.7197676,17z/data=!3m1!4b1!4m5!3m4!1s0x88c2e2bf588d2467:0xb18f9b163fc5de75!8m2!3d27.7565553!4d-82.7175736)(12 pt)

[Gulfport, FL 33707](https://www.google.com/maps/place/1401+61st+St+S,+Gulfport,+FL+33707/@27.7565553,-82.7197676,17z/data=!3m1!4b1!4m5!3m4!1s0x88c2e2bf588d2467:0xb18f9b163fc5de75!8m2!3d27.7565553!4d-82.7175736)

[](https://www.stetson.edu/law/)