**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%2B61st%2BSt%2BS%2C%2BGulfport%2C%2BFL%2B33707/%4027.7565553%2C-82.7197676%2C17z/data%3D%213m1%214b1%214m5%213m4%211s0x88c2e2bf588d2467%3A0xb18f9b163fc5de75%218m2%213d27.7565553%214d-82.7175736)(12 pt)

[Gulfport, FL 33707](https://www.google.com/maps/place/1401%2B61st%2BSt%2BS%2C%2BGulfport%2C%2BFL%2B33707/%4027.7565553%2C-82.7197676%2C17z/data%3D%213m1%214b1%214m5%213m4%211s0x88c2e2bf588d2467%3A0xb18f9b163fc5de75%218m2%213d27.7565553%214d-82.7175736)

