

# **Email Signature – Staff Example**

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| *Above: Screencap of the email signature within an Outlook message window.* | \*PLEASE NOTE: There is a hyperlink to the Schoolcraft College website when you click on the SC logo in your email signature.See below for PSTC & MEC address blocks. |

## **Copy/Paste Block:**

**Instructions:** Copy and paste the literal e-mail signature block content below into your signature email settings. You may find instructions on how to access and change your email settings online at: <https://www.schoolcraft.edu/branding/email-signature>

**Name**

*Title* | Department

Main: 734-462-XXXX

Direct: 734-462-XXXX



18600 Haggerty Rd., Livonia, MI 48152-2696

[schoolcraft.edu](file:///D%3A%5CDownloads%5Cwww.schoolcraft.edu)

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| **Using the Public Safety Training Complex Address:****Instructions:** Copy and paste the PTSC address in place of the Livonia address if applicable.31777 Industrial Road, Livonia, MI 48150[schoolcraft.edu](www.schoolcraft.edu) | **Using the Manufacturing & Engineering Complex Address:****Instructions:** Copy and paste the MEC address in place of the Livonia address if applicable.12997 Merriman Rd, Livonia, MI 48150[schoolcraft.edu](www.schoolcraft.edu) |