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# Email signatures

Email signatures should be done as shown here. System employees may download the email signature template from the branding website.

- Text size should be 10pt, Arial (Helvetica, san-serif).
- Text color should be black.
- Please keep the campuses legible and crisp.
- If your department has official CU social media accounts (i.e. Facebook, Twitter, etc.) you may add the social media icons [1] below the system logo.

**System administration example:**

Name
Title, Department
University of Colorado
1800 Grant Street, Suite 000
Denver, CO 80203
t 303 860 0000
c 303 555 0000
f 303 860 0000
www.cu.edu [2]

**Board of Regents example (to be used by the board and board staff only):**

Name
Title, Department
University of Colorado
1800 Grant Street, Suite 000
Denver, CO 80203
t 303 860 0000
c 303 555 0000
f 303 860 0000
www.cu.edu/regents [3]

University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

**BOARD OF REGENTS**

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**Source URL:**https://www.cu.edu/brand-and-identity-guidelines/email-signatures#comment-0

**Links**

[1] https://www.cu.edu/brand-and-identity-guidelines/social-media [2] http://www.cu.edu

[3] https://www.cu.edu/regents