

OTIS COLLEGE EMAIL SIGNATURE INSTRUCTIONS

OPTION 1 - STACKED LOGO

Name Here
Title Here
Department

Font: Helvetica
Color: Black
Name on one line
Title on the line below it

Keep a space between name and title, Logo, and contact info below



Logo: is the "long" logo

9045 Lincoln Boulevard, Los Angeles, CA 90045
Office Phone: (310) 000-0000
General Phone: (310) 665-6800
yourname@otis.edu
www.otis.edu

Font: Helvetica regular
Color: Black for general info; **Blue** for email and website url
Please include both your office number and the college's general number.

Social Media Icons
Recommended but optional.



OPTION 2 - LINE LOGO

Name Here
Title Here
Department Here

Font: Helvetica
Color: Black
Name on one line
Title on the line below it

Keep a space between name and title, Logo, and contact info below



Logo: is the "long" logo

9045 Lincoln Boulevard, Los Angeles, CA 90045
Office Phone: (310) 665-6897
General Phone: (310) 665-6800
yourname@otis.edu
www.otis.edu

Font: Helvetica regular
Color: Black for general info; **Blue** for email and website url
Please include both your office number and the college's general number.

Social Media Icons
Recommended but optional.

