

Email Signatures

ELECTRONIC STATIONERY

The use of the University's email system is subject to the University's email, voicemail and network access policy. Email correspondence is the electronic version of the University's stationery system. Email signatures should contain the following information: name, professional title, department name, Portland State University, phone number, fax number, email and web address. Email signatures should not include links to non-University-sponsored web sites. Recommended typeface is Verdana. Background should remain white.

