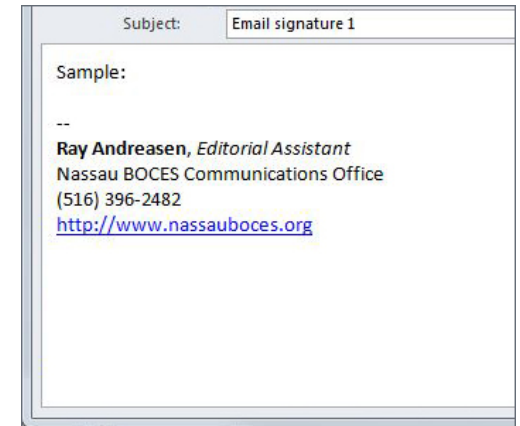


### Email signature guidelines

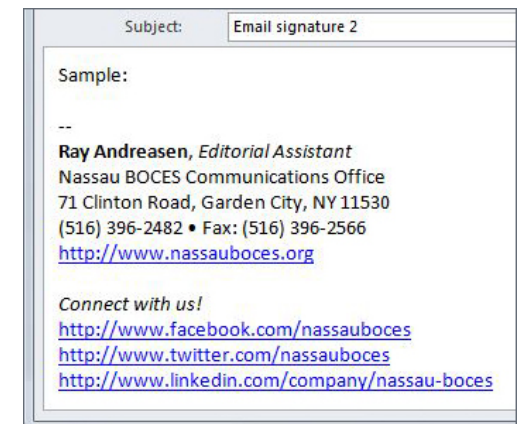
#### Option 1 (Basic) information:

1. **A signature delimiter** (--) following the standard that enables email clients to identify and display signatures according to recipients' preferences.
2. **Name** in bold type so that the sender is discernible at a glance.
3. **Title** in italics following style used in other Nassau BOCES publications.
4. **Nassau BOCES** followed by appropriate unit identifier (school, program, office, department or work group), e.g., Nassau BOCES Long Island High School for the Arts, Nassau BOCES Department of Human Resources, Nassau BOCES Customer Care Center. Employees who identify with multiple units use Nassau BOCES only.
5. **Primary phone number.**
6. **Website** – Use the main Nassau BOCES website address <http://www.nassauboces.org> only.



#### Option 2 (Expanded) information:

1. **Mailing address** – If needed by contacts for everyday business, mailing addresses may be listed on one line separated by commas.
2. **Alternate phone or fax numbers** – If needed by contacts for everyday business, mobile phone or fax numbers may be listed on the same line as the primary phone number, separated by bullets.
3. **'Connect With Us!' invitation** – In support of Nassau BOCES' efforts to expand social media participation, employees are invited to link their signatures to the agency's official pages on Facebook, Twitter and LinkedIn.
4. **Legal disclaimers or non-discrimination statement** – Some work groups may append their signatures with legal notices or disclaimers if advised to do so by administration, but this practice is not expected of all Nassau BOCES email users.



#### Not recommended:

1. **Logo graphics or other images** – Images in email signatures may be flagged as spam, preventing them from being received. Images in emails also won't be seen by all recipients.
2. **Unique fonts or colors** – The typeface and color of email signatures should remain consistent with those used in the body of the email (in Windows 7, the system default is 11 pt. Calibri).
3. **Inspirational quotes or other nonessential messages.**