

The following is a guide for City Colleges of Chicago employee email signatures. **Please take a minute to update your signature in alignment with our new brand.** There are a few options to choose from and customizations available to ensure your signature works for you. If you have any questions, please email Nicolette Downs at ndowns3@ccc.edu.

Building Your Signature

There are two standard signature options to choose from: **CONDENSED** and **DETAILED**.

CONDENSED – If you prefer a more minimalist signature.

District example:

Jo Doe (*they/them*)
Director, Marketing Automation
City Colleges of Chicago
(111) 111-1111 | jd-fake-email@ccc.edu

CITY COLLEGES'
OF CHICAGO

College example:

Jo Doe (*they/them*)
Director, Marketing Automation
Harold Washington College
(111) 111-1111 | jd-fake-email@ccc.edu

HAROLD WASHINGTON COLLEGE
CITY COLLEGES OF CHICAGO

CONDENSED Signature Specifics

Font: Arial

Font size: 10pt

Color: Black (with the option to use your college's color for the name and email)

Line 1: **Full Name** (*pronouns*—optional) — Name in bold and in your college's color (or black)

Line 2: Title

Line 3: **College Name** — Bold

Line 4: Phone | **Email** — Link in your college's color (or black)

Line 5: College or Department Logo


If you would like to use the CONDENSED signature, you can copy either of the examples above (or find examples for all 7 colleges below) and type in your information.

***Option to keep all lines of your signature black:**

Jo Doe (*they/them*)
Director, Marketing Automation
City Colleges of Chicago
(111) 111-1111 | jd-fake-email@ccc.edu



DETAILED – If you would like to share additional details, department, address, multiple phone numbers, or links.

District example:	College example:
<p>Jo Doe (<i>they/them</i>) Director, Marketing Automation Marketing and Communications Department City Colleges of Chicago jd-fake-email@ccc.edu ccc.edu O: (222) 222-2222 x 555 M: (111) 111-1111 180 N. Wabash Ave., Chicago, IL 60601</p> 	<p>Jo Doe (<i>they/them</i>) Director, Marketing Automation Marketing and Communications Department Harold Washington College jd-fake-email@ccc.edu ccc.edu O: (222) 222-2222 x 555 M: (111) 111-1111 30 E. Lake St., Chicago, IL 60601</p> <p>HAROLD WASHINGTON COLLEGE CITY COLLEGES OF CHICAGO</p>

DETAILED Signature Specifics

Font: Arial
Font size: 10pt
Color: Black (with the option to use your college’s color for the name, email, and link)

- Line 1: **Full Name** (*pronouns*—optional) — Name in bold and your college’s color (or black)
- Line 2: Title
- Line 3: Department
- Line 4: College Name
- Line 5: **Email | Link** — Bold and links in your college’s color (or black)
- Line 6: **Office Phone | Mobile Phone** — Bold
- Line 7: Address

Line 8: College or Department Logo

If you would like to use the DETAILED signature, you can copy either of the examples above (or find examples for all 7 colleges below) and type in your information.

***Option to keep all lines of your signature black:**

Jo Doe *(they/them)*
Director, Marketing Automation
Marketing and Communications Departments
Harold Washington College
jd-fake-email@ccc.edu | ccc.edu
O: (222) 222-2222 x 555 | M: (111) 111-1111
30 E. Lake St., Chicago, IL 60601

HAROLD WASHINGTON COLLEGE
CITY COLLEGES OF CHICAGO

Signature Examples for Each College

CONDENSED

<p>Jo Doe <i>(they/them)</i> Director, Marketing Automation City Colleges of Chicago (111) 111-1111 jd-fake-email@ccc.edu</p> <p>CITY COLLEGES[®] OF CHICAGO</p>	<p>Jo Doe <i>(they/them)</i> Director, Marketing Automation Richard J. Daley College (111) 111-1111 jd-fake-email@ccc.edu</p> <p>RICHARD J. DALEY COLLEGE CITY COLLEGES OF CHICAGO</p>
<p>Jo Doe <i>(they/them)</i> Director, Marketing Automation Harry S Truman College (111) 111-1111 jd-fake-email@ccc.edu</p> <p>HARRY S TRUMAN COLLEGE CITY COLLEGES OF CHICAGO</p>	<p>Jo Doe <i>(they/them)</i> Director, Marketing Automation Kennedy-King College (111) 111-1111 jd-fake-email@ccc.edu</p> <p>KENNEDY-KING COLLEGE CITY COLLEGES OF CHICAGO</p>

<p>Jo Doe <i>(they/them)</i> Director, Marketing Automation Wilbur Wright College (111) 111-1111 jd-fake-email@ccc.edu</p> <p>WILBUR WRIGHT COLLEGE CITY COLLEGES OF CHICAGO</p>	<p>Jo Doe <i>(they/them)</i> Director, Marketing Automation Olive-Harvey College (111) 111-1111 jd-fake-email@ccc.edu</p> <p>OLIVE-HARVEY COLLEGE CITY COLLEGES OF CHICAGO</p>
<p>Jo Doe <i>(they/them)</i> Director, Marketing Automation City Colleges of Chicago (111) 111-1111 jd-fake-email@ccc.edu</p> <p>MALCOLM X COLLEGE CITY COLLEGES OF CHICAGO</p>	<p>Jo Doe <i>(they/them)</i> Director, Marketing Automation City Colleges of Chicago (111) 111-1111 jd-fake-email@ccc.edu</p> <p>HAROLD WASHINGTON COLLEGE CITY COLLEGES OF CHICAGO</p>

DETAILED

<p>Jo Doe <i>(they/them)</i> Director, Marketing Automation Marketing and Communications Department City Colleges of Chicago jd-fake-email@ccc.edu ccc.edu O: (222) 222-2222 x 555 M: (111) 111-1111 180 N. Wabash Ave., Chicago, IL 60601</p> <p>CITY COLLEGES[®] OF CHICAGO</p>	<p>Jo Doe <i>(they/them)</i> Director, Marketing Automation Marketing and Communications Department Richard J. Daley College jd-fake-email@ccc.edu ccc.edu O: (222) 222-2222 x 555 M: (111) 111-1111 7500 S. Pulaski Rd., Chicago, IL 60652</p> <p>RICHARD J. DALEY COLLEGE CITY COLLEGES OF CHICAGO</p>
<p>Jo Doe <i>(they/them)</i> Director, Marketing Automation Marketing and Communications Department Harry S Truman College jd-fake-email@ccc.edu ccc.edu O: (222) 222-2222 x 555 M: (111) 111-1111 1145 W. Wilson Ave., Chicago, IL 60640</p> <p>HARRY S TRUMAN COLLEGE CITY COLLEGES OF CHICAGO</p>	<p>Jo Doe <i>(they/them)</i> Director, Marketing Automation Marketing and Communications Department Kennedy-King College jd-fake-email@ccc.edu ccc.edu O: (222) 222-2222 x 555 M: (111) 111-1111 6301 S. Halsted St., Chicago, IL 60621</p> <p>KENNEDY-KING COLLEGE CITY COLLEGES OF CHICAGO</p>

<p>Jo Doe <i>(they/them)</i> Director, Marketing Automation Marketing and Communications Department Wilbur Wright College jd-fake-email@ccc.edu ccc.edu O: (222) 222-2222 x 555 M: (111) 111-1111 4300 N. Narragansett Ave., Chicago, IL 60634</p> <p>WILBUR WRIGHT COLLEGE CITY COLLEGES OF CHICAGO</p>	<p>Jo Doe <i>(they/them)</i> Director, Marketing Automation Marketing and Communications Department Olive-Harvey College jd-fake-email@ccc.edu ccc.edu O: (222) 222-2222 x 555 M: (111) 111-1111 10001 S. Woodlawn Ave., Chicago, IL 60628</p> <p>OLIVE-HARVEY COLLEGE CITY COLLEGES OF CHICAGO</p>
<p>Jo Doe <i>(they/them)</i> Director, Marketing Automation Marketing and Communications Department Malcolm X College jd-fake-email@ccc.edu ccc.edu O: (222) 222-2222 x 555 M: (111) 111-1111 1900 W. Jackson Blvd., Chicago, IL 60612</p> <p>MALCOLM X COLLEGE CITY COLLEGES OF CHICAGO</p>	<p>Jo Doe <i>(they/them)</i> Director, Marketing Automation Marketing and Communications Department Harold Washington College jd-fake-email@ccc.edu ccc.edu O: (222) 222-2222 x 555 M: (111) 111-1111 30 E. Lake St., Chicago, IL 60601</p> <p>HAROLD WASHINGTON COLLEGE CITY COLLEGES OF CHICAGO</p>

***If you have a departmental or satellite logo that is not shown above, you can find the logo [here](https://branding.ccc.edu/) (https://branding.ccc.edu/) and swap it out in one of the examples above.**



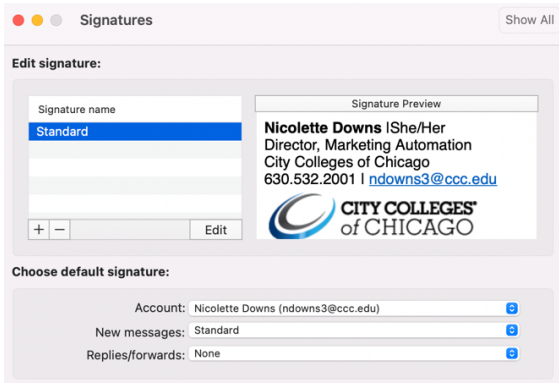
Best Practices for Email Signatures

- Follow the signature format closely
- Use the instructions below to update your signature in Outlook
- Ensure you have the correct Hex code for your college’s color (below)
- Use only your college, department, or the general CCC logo in your signature
- Avoid using any additional logos or images
- Make sure you use bolded and/or color text on the appropriate lines only

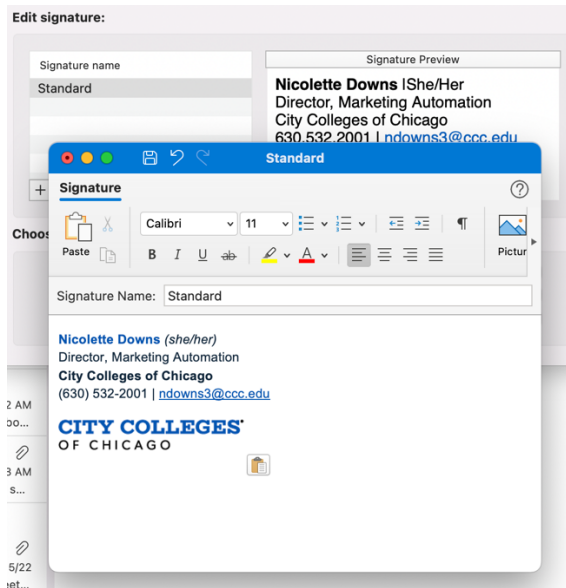
Changing Your Signature in Outlook

From the Outlook desktop application:

1. Click 'New Message.'
2. In the top navigation menu of the new message, click 'Signature.'
3. From the signature drop-down menu, click 'Manage Signatures.'
4. A window will pop up. Click to highlight the line on the left that says 'Standard' and then click 'Edit.'

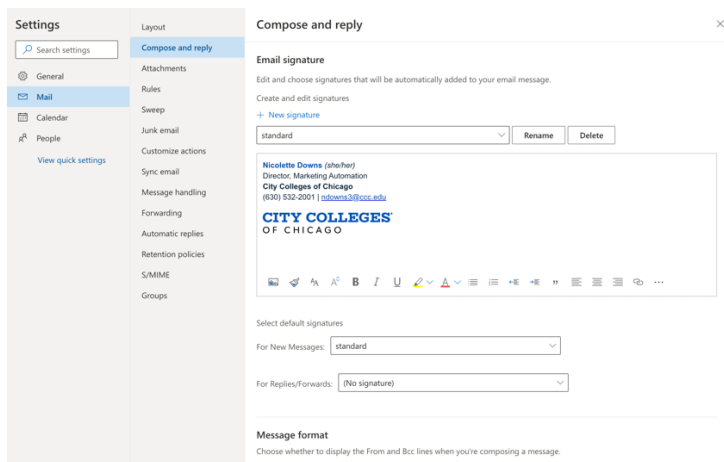


5. Another window will pop up, and it will show your current signature in an email draft. Copy the standard email template you would like to use and paste it in there (you can even copy and paste the logos from this site).
6. Edit the signature so it reflects your information and your college's color and logo.
7. Click the save icon at the top of the window.
8. Success!



Use Outlook on the web only? Here's how you update your signature in Outlook when using a web browser:

1. Click on the gear icon (Settings) in the top navigation bar. It will open a 'Settings' bar. Scroll down and click 'View all Outlook settings.'
2. A 'Settings' window will pop up. Click on the 'Compose and reply' tab.
3. Paste, edit, and name your signature in the text box.



4. Success!

Changing the Font Color

You can use your college's color in your signature, as shown in the examples above, **or keep all lines of the signature black**. You can change the font color by copying your college's Hex Color Code and following the steps below.

Note: If you copy/paste from the signature examples above and type in your information, the correct color will carry over, so you might not need to do this step.

Hex Color Codes:

City Colleges of Chicago: Hex Color Code #0055B8

Malcolm X College: Hex Color Code #E1251B

Olive-Harvey College: Hex Color Code #592C82

Kennedy-King College: Hex Color Code #A32035

Wilbur Wright College: Hex Color Code #007580

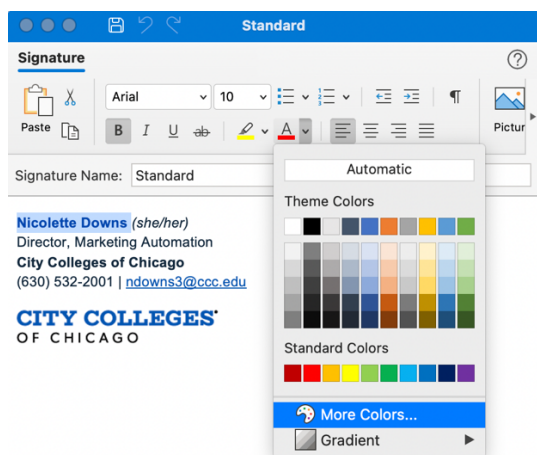
Harold Washington College: Hex Color Code #EC7700

Harry S Truman College: Hex Color Code #4C9C2E

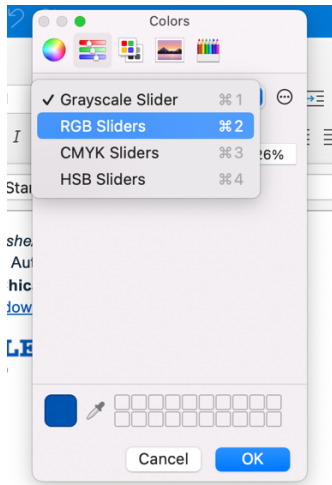
Richard J. Daley College: Hex Color Code: #B16D03

Changing text color to Hex Code:

1. When you have the email signature editor open, click the icon of an 'A' to change the color .
2. From the drop-down with color options, click 'More Colors...'



- In the window that opens, click on the icon of red, green, and blue color bars. Then open the drop-down menu below and select 'RGB Sliders.'



- A box will appear towards the bottom of the window that is labeled 'Hex Color #'. Paste the six-digit code for your college into that box and hit 'OK.'

