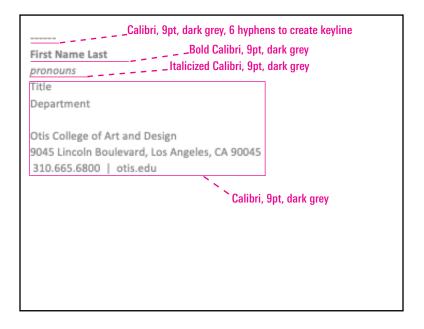# OTIS COLLEGE OF ART AND DESIGN

Otis College Email Signature Instructions

STANDARD EMAIL SIGNATURE

All emails should use a standard format of 10pt Calibri or Arial font for body text. Email signatures should be set to 9pt Calibri type, in dark grey, with embedded hyperlinks that point to the Otis website. Otis College logos should not be included in email signatures.

First Name Last
pronouns
Title
Department

Otis College of Art and Design
9045 Lincoln Boulevard, Los Angeles, CA 90045
310.665.6800 | otis.edu

Calibri, 9pt, dark grey, 6 hyphens to create keyline
Bold Calibri, 9pt, dark grey
Italicized Calibri, 9pt, dark grey
Calibri, 9pt, dark grey

OTIS IS ESSENTIAL EMAIL SIGNATURE

To promote the current fundraising campaign in your email signature, type OTIS IS ESSENTIAL using Arial, bold, all caps. "ESSENTIAL" should be denoted in red text. The line should be hyper-linked to the campaign site: otis.edu/essential.

First Name Last
pronouns
Title
Department

Otis College of Art and Design
9045 Lincoln Boulevard, Los Angeles, CA 90045
310.665.6800 | otis.edu

OTIS IS ESSENTIAL
To give, text EssentialOtis to 41444

Calibri, 9pt, dark grey, 6 hyphens to create keyline
Bold Calibri, 9pt, dark grey
Italicized Calibri, 9pt, dark grey
Calibri, 9pt, dark grey
Bold Arial, 10pt, black and red, link to otis.edu/essential
Calibri, 9pt, dark grey