

Email Signatures

A Word document email template is available to set up your email signature in Outlook using one of the options shown to the right. This file is located in T:\Brand\EmailSignatures\Email Signatures.docx.

Note: The template document includes directions and additional signature options not shown on this page.

Email the Communications Office at publicrelations@bartonccc.edu if you have sizing issues or the logo files are blurry.

- All signatures must follow one of the template options.
- Email the Communications Office at publicrelations@bartonccc.edu to request your Barton headshot file. Candid photos are not allowed.
- Links to Barton services, web pages as well as office hours and required legal disclaimers may be included.
- Using any image as a "wallpaper" for the background of your email message is not allowed.
- The use of pronouns are not allowed.
- Allowed images:
 - + Barton wordmark logo
 - + Department wordmark logo
 - + Your Barton headshot
 - + Cougar head logo
 - + Mascot logo
 - + Athletics may use their team emblem logo



Option 1

BART COUGAR

Title | Department

Barton Community College | 245 NE 30 RD, Great Bend, KS 67530
(123) 456-7890 | cougarb@bartonccc.edu | bartonccc.edu



Barton offers exceptional and affordable learning opportunities supporting student, community, and employee needs.

Option 2



BART COUGAR

Title | Department

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[Communications Request Form](#) | [Print Request Form](#) | [Barton Brand Guide](#)



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Option 3

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Option 4

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