

Email Signatures

A tool for creating approved email signatures for all colleges is available at:

<https://www.maricopa.edu/esignature>

After you fill out the form, the tool will auto generate your signature. Please follow the instructions provided for placing it in your email.

Emails sent from a MCCCCD email account is subject to public record. Compose emails with this in mind. Email signatures are considered public facing and are a part of the MCCCCD brand.

Please adhere to the following guidelines ([Admin. Reg 4.3](#)):

1. Do not use quotes, statements, tag lines, or other content that is not included in the tool.
2. Do not use graphics, photos, or alternate logos in place of the official college or MCCCCD logo. Exceptions for special anniversary graphics or other milestone events may be made. Please contact District Marketing for questions or more information.
3. Do not replace fonts, or stretch or alter the signature in any way.



FIRSTNAME LASTNAME
LENDALE COMMUNITY COLLEGE
Your Title
6000 W. Olive Ave. Glendale, AZ 85302
480.456.7890 | firstname.lastname@gccaz.edu
<https://www.gccaz.edu/>

