

**CLAREMONT McKENNA COLLEGE**  
**Policy Library**

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**Volume X:** Information Technology Services  
**Chapter E-Mail:** E-Mail Signature Block Standard  
**Approved by:** Administrative Computing Committee (ACC)  
**History:** Issued:09/23/1999  
Updated: 10/11/1999  
Revised: 12/11/2006  
Reformatted/Revised: 12/14/2009

**Related Polices:** Acceptable E-mail Usage, Anti-Virus Policy, Configuration of Out-of-Office Message, E-Mail Distribution Lists, Submitting Mass E-Mails to Claremont McKenna College

**Additional References:** N/A

**Responsible Official:** Office of Information Technology Services

**I. POLICY STATEMENT**

- To set forth a policy detailing acceptable signature block of Claremont McKenna College's e-mail system.

**II. ENTITIES COVERED BY THIS POLICY**

- All Claremont McKenna College faculty and staff.

**III. CONTACTS**

Direct any questions about this policy to your department's supervisor. Questions about specific issues may be addressed to:

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<b>Subject</b>	<b>Contact</b>	<b>Telephone<sup>1</sup></b>
E-Mail Signature Block Standard	Chief Technology Officer	71553

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**IV. DEFINITIONS**

- The College provides computers and communication systems (telephone, voice mail and electronic mail, all centralized computer systems, and the local/wide area networks) to support the faculty and staff in their day-to-day college related

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<sup>1</sup> Numbers refer to on-campus extensions. When calling from an off-campus line, please dial (909) 62+extension for numbers beginning with a "1" and please dial (909) 60+ extension for numbers beginning with a "7."

tasks and to provide students with needed resources for their classes. Faculty and staff using CMC's e-mail system should do so within the same context and with the same limitations as if they were using CMC's letterhead stationery. All e-mail correspondences should be treated as a formal form of communication. As with any formal communications standard signatures are expected. This extends to all e-mail communications – internally and externally.

## V. DETAILS

- The following defines the proper construction of the suggested minimum e-mail signature block used at Claremont McKenna College by faculty and staff. The signature block will contain the following minimum information to identify the sender and give the parties receiving the message enough information to reply by letter, phone, fax or e-mail:

***your name***  
***your department or office***  
**Claremont McKenna College**  
***campus address***  
**Claremont, CA 91711**

**Phone: (909) xxx-xxxx FAX: (909) xxx-xxxx**  
***First.last@claremontmckenna.edu***

***Optional information could include, for example:***  
***www.claremontmckenna.edu/your\_dept\_or\_office\_webpage\_info***

**or:**

**CONFIDENTIALITY NOTICE: This message and any attachments may contain information from Claremont McKenna College that may be confidential and/or privileged. If you are not the intended recipient, you may not read, copy, distribute, or use this information. If you have received this message in error, please notify the sender immediately by reply e-mail and delete this message.**