**Microsoft Outlook Signature Line**

Template:

**Your Name Here**Title Here

University of South Florida – **College of Marine Science**  
140 7th Ave S, Office Number, St Petersburg, FL 33701  
[youremail@usf.edu](mailto:youremail@usf.edu) | Tel: (727) 553-1234  
[www.marine.usf.edu](http://www.marine.usf.edu) | Facebook: [/USFMarineScience](https://www.facebook.com/USFMarineScience) | Twitter: [@USFCMS](https://twitter.com/USFCMS)

**Reply Signature Lines**

Template:

**Your Name Here**Title Here | **USF College of Marine Science**  
[youremail@usf.edu](mailto:youremail@usf.edu) | Tel: (727) 553-1234

**OPTIONAL TO ADD:**

Please note: Due to Florida’s broad open records law, email to or from University employees is public record, available to the public and the media upon request.

Please do not use any italics, different colors or images. Here are the fonts used as well as the color code for the name.

Text: Arial  
Font Size: 10  
Font Size Name: 10 Bold  
Name Color (RGB): USF Green R- 0 G- 104 B- 72 Hex: #006848  
 Marine Science Blue R- 0 G- 100 B- 132 Hex: #006484