1. Fill out your position info in the email signature template below.
   1. Follow the provided fonts, font sizes, and styles. Do not manipulate the template.
   2. Keep the “Columbia International University” line.
   3. Second phone number is optional. Delete that line if you only want to include one phone number.
2. Copy the whole signature (including 100th logo, social media icons and confidentiality notice) and paste into your email signature template on Outlook.

**Firstname Lastname**

*Position Title Here*

Department Name Here

Columbia International University

(xxx) xxx-xxxx (Office)

(xxx) xxx-xxxx (Cell)

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