Instructions:

1. In the signature below the line, change to your name (the different font for the name is intentional)
2. Change to your title
3. Change to your phone number
4. Change to your email address
5. Right-click on the email and select “Hyperlink > Edit Hyperlink”
6. Change to your email address and click OK
7. Add an additional line with more info as needed (cell, Zoom link, etc.)
8. Optionally, add your pronouns. Learn more about why pronouns matter: [MyPronouns.org](https://www.mypronouns.org/what-and-why/) or [Rainbow Center, University of Connecticut](https://rainbowcenter.uconn.edu/wp-content/uploads/sites/2262/2018/08/Gender-and-Pronoun-Guide-1.pdf)   
   Examples of how to include a preferred pronoun statement:  
   GenderedPronouns: He | Him | His  
   Pronouns: She | Her | Hers  
   Gender-neutral and gender-inclusive

Pronouns: They | Them | Theirs

Pronouns: Ze | Zir | Zirs

Pronouns: Ze | Hir | Hirs

Pronouns: Ae | Aer | Aers

I prefer not to use pronouns. Please use my name.

1. The *Confidentiality Notice* is optional – please include it if you regularly email about confidential or sensitive student information.
2. Copy and paste your updated signature below the line into your Outlook client

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Pronouns: She | Her | Hers



***St. Cloud Technical & Community College Mission****: We provide the education, training, and support necessary for equitable participation in our society, economy, and democracy.*

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