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. *Optional*: Mission Statement
2. *Optional*: Confidentiality Notice – please include it if you regularly email about confidential or sensitive student information.
3. Copy and paste your updated signature below the line into your Outlook client

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Pronouns: She | Her | Hers

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

***\*\*Confidentiality Notice****: The information included in this e-mail is intended only for the recipient to whom it is addressed. The message and any attachments may contain confidential information. Any transmission or disclosure of the information by persons other than the intended recipient is prohibited. If you received this information in error, please contact the sender and delete the information immediately.*