

# CREATING A CLEMSON FOREVER EMAIL SIGN OFF

## Download CLEMSON FOREVER email logo

1. Go to [www.Tobedetermined](http://www.Tobedetermined)
2. Download logo to your desktop

## OUTLOOK

1. Open the signature panel by selecting OUTLOOK/PREFERENCES and selecting SIGNATURES
2. Type in your contact info and style the text

**FIRST/LAST NAME** — **FONT = VERDANA**  
**12PT BOLD / ALL CAPS / ORANGE**  
**YOUR TITLE** — **12PT REGULAR / ALL CAPS**  
Focus Area  
Clemson University  
Address Line 1  
Line 2  
Clemson, SC 29631  
w 864-656-0000  
c 864-000-0000  
f 864-656-0000  
email@clemson.edu — **11pt Regular / U&lc**



Find the CLEMSON FOREVER logo you downloaded to your desktop and drag and drop it into the signature panel  
- DO NOT RESIZE, the logo is set to the appropiate size

### THE TEXT AND TEXT COLOR CAN BE CHANGED BY SELECTING

#### FORMAT

- Style the text using the font, style, size and color
- in the color pop-up panel, select choose color sliders/RGB sliders
- Then add these values for Clemson orange:  
Red = 234  
Green = 106  
Blue = 32

## APPLE MAIL

1. Open the signature panel by selecting MAIL/PREFERENCES and selecting SIGNATURES
2. Type in your contact info and style the text

**FIRST/LAST NAME** — **FONT = VERDANA**  
**12PT BOLD / ALL CAPS / ORANGE**  
**YOUR TITLE** — **12PT REGULAR / ALL CAPS**  
Focus Area  
Clemson University  
Address Line 1  
Line 2  
Clemson, SC 29631  
w 864.656.0000  
c 864.000.0000  
f 864.656.0000  
email@clemson.edu — **11pt Regular / U&lc**



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### THE TEXT AND TEXT COLOR CAN BE CHANGED BY SELECTING

#### FORMAT/SHOW FONTS

Style the text using the web fonts collection menu

- Style the color by selecting the text color tool
- in the color pop-up panel, select color sliders/RGB sliders
- Then add these values for Clemson orange:  
Red = 234  
Green = 106  
Blue = 32