

# OSU Extension Email Guidelines

Using a common email signature style across OSU Extension creates consistency and reinforces the OSU brand and Extension sub-brand. **Please update your email signature as soon as possible.**

Please adopt the following Extension guidelines, which are consistent with OSU's [general email signature guidelines in the OSU Brand Guide](#). If you have questions or need assistance formatting your email signature, please contact [Ann Marie Murphy](#).

- Use basic contact information. If you identify pronouns, place them under your name:  
Ann Marie Murphy, Marketing Manager  
Pronouns: she, her, hers
- Use systems font Verdana in size 10 point or larger (14 point meets minimum AA accessibility standards for the web).
- Use an “n” dash between OSU Extension Service and county name, e.g., OSU Extension Service – Washington County (OSU Extension Service should always appear before the county name).
- Use text to insert a link; never include a raw URL.
- Do not use logos (they are not consistently handled by all email services and often cause confusion because people think they are attachments).
- Do not use Beaver Orange (RGB 220-68-5) as an accent color (unless you use 14-point font or larger). It does not provide enough visual contrast for accessibility purposes unless you use 14-point or larger. (If you are curious about the readability of certain color combinations, check [here](#).)

If your preference is a smaller font, use all black:

## **Scott Reed**

Vice Provost, University Outreach and Engagement  
Director, OSU Extension Service  
Oregon State University  
101 Ballard Extension Hall, Corvallis, OR 97331  
P: 541-737-2713

If you want to use a 14-point or larger font, you may accent your signature with Beaver Orange:

## **Scott Reed**

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Director, OSU Extension Service  
**Oregon State University**  
101 Ballard Extension Hall, Corvallis, OR 97331  
P: 541-737-2713

Extension-specific email signature examples:

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121 Ballard Extension Hall, Corvallis, OR 97331  
P: 541-737-5991 | C: XXX-XXX-XXXX

Extension Values:  
Community-based | Accountability | Credibility | Diversity | Partnerships | Responsiveness

**Lynn R. Squire**, Office Manager  
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OSU Extension Service – Clackamas County  
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[Website](#) | [Facebook](#)

**Jamie M. Davis**, Assistant Professor (Practice)  
Oregon State University  
OSU Extension Service – Lake County | College of Public Health & Human Sciences  
**4-H Youth Development | Family and Community Health**  
103 South “E” Street, Lakeview, OR 97630  
P: 541-941-6054 | F: 541-947-6055  
[Website](#) | #Lake4h | #Oregon4h

**Sergio Arispe**, PhD, P.A.S., Assistant Professor  
Oregon State University  
OSU Extension Service – Malheur County | College of Agricultural Sciences  
Department of Animal and Rangeland Sciences  
**Livestock and Rangeland**  
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P: 541-881-1417 (x104) | C: XXX-XXX-XXXX | F: 541-889-8840  
[Website](#) | [Facebook](#) | [Twitter](#) | [YouTube](#)

**Amanda J. Gladics**, Assistant Professor (Practice)  
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OSU Extension Service – Clatsop County | Oregon Sea Grant  
**Coastal Fisheries**  
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P: 503-325-8573 | C: XXX-XXX-XXXX  
[Oregon Sea Grant](#) | [Website](#)

**Nicole A. Strong**, Assistant Professor (Practice)  
Oregon State University  
OSU Extension Service | **Forestry and Natural Resources**  
*Serving Deschutes, Crook and Jefferson Counties*  
*and The Confederated Tribes of Warm Springs*  
3893 SW Airport Way, Redmond, OR 97756  
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**Kristopher M. Elliott**, PhD  
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