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

**Wiley C. Thompson**, PhD, Coastal Regional Director  
Oregon State University  
University Outreach and Engagement | OSU Extension Service  
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  
Oregon State University  
OSU Extension Service – Clackamas County  
200 Warner Milne Road, Oregon City, OR 97045  
P: 503-655-8622 | C: XXX-XXX-XXXX | F: 503-655-8636  
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**  
710 SW 5th Ave, Ontario, OR 97914  
P: 541-881-1417 (x104) | C: XXX-XXX-XXXX | F: 541-889-8840  
Website | Facebook | Twitter | YouTube

**Amanda J. Gladics**, Assistant Professor (Practice)  
Oregon State University  
OSU Extension Service – Clatsop County | Oregon Sea Grant  
**Coastal Fisheries**  
2001 Marine Drive, Room 210, Astoria, OR 97103  
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
P: 541-548-6088 | C: XXX-XXX-XXXX
Website

Kristopher M. Elliott, PhD
Assistant Director, University Outreach and Engagement
Program Leader, OSU Extension Service – Outdoor School
Oregon State University
OSU Extension Service
325 Ballard Extension Hall | Corvallis, OR 97331
P: 541-737-4567 | C: XXX-XXX-XXXX
Website
Gallup Certified StrengthsFinder® Coach
Responsibility | Arranger | Communication | Maximizer | Individualization