OSU Extension Email Guidelines

Using a common email signature style across OSU Extension creates consistency and reinforces the OSU brand.

Please review and update your email signature, if needed. The following guidelines are consistent with OSU’s general email signature guidelines. If you have questions or need assistance formatting your email signature, please contact Ann Marie Murphy.

- Use basic contact information. If you identify pronouns, italicize them and place them after your title.
- Use systems font Verdana in size 12-14 point to meet minimum AA accessibility standards.
- Try to keep your information as clean and neat as possible. Only insert what people actually need in order to contact you.
- Use text to insert a link; never include a raw URL.
- Beaver Orange (RGB 215-63-9) may be used as an accent color for 12-point font or larger. (If you are curious about the readability of certain color combinations, check here.)
- If you must provide additional information, separate your basic contact information from extended information (see sample signature for Wiley Thompson below). Quotes and other personal additions to your email signature are discouraged.
- Do not use logos in your email signature. They are not consistently handled by email services and often cause confusion because people think they are attachments.
- Use an “en” 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).

See below for examples of Extension-specific email signatures:

**Ann Marie Murphy**, Marketing Manager *(she/her)*
**Oregon State University** | Extension and Experiment Station Communications
422 Kerr Administration Building, Corvallis OR 97331
Tel.: 541-737-1327 | Cell: XXX-XXX-XXXX

[Website] | [Facebook] | [Twitter] | [Blog]
**Wiley C. Thompson**, PhD, Coastal Regional Director *(he/him)*
Oregon State University
University Outreach and Engagement | OSU Extension Service
121 Ballard Extension Hall, Corvallis OR 97331
Tel.: 541-737-5991 | Cell: XXX-XXX-XXXX

[Website]

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

**Michele Webster**, Office Manager

**Oregon State University**
OSU Extension Service – Linn County
33630 McFarland Road, Tangent OR 97389
Tel.: 541-967-3871 | Cell: XXX-XXX-XXXX

[Website] | Facebook – Master Gardener™ | Facebook – 4-H

**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
Tel.: 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
Tel.: 503-325-8578 | Cell: XXX-XXX-XXXX

Oregon Sea Grant | Website
Glenn Ahrens, Assistant Professor (Practice) *(he/him)*
Oregon State University
OSU Extension Service | Forestry and Natural Resources
200 Warner Milne Road, Oregon City OR 97045
Tel.: 503-655-8631 | Cell: XXX-XXX-XXXX | Fax 503-655-8636

*Serving Clackamas, Hood River and Marion Counties*
Website

Adejoke Babatunde, MPH *(she/her)*
SNAP-Ed and SNAP Outreach Program Coordinator
Oregon State University
OSU Extension Service – Multnomah County
College of Public Health & Human Sciences
Family and Community Health
3880 SE 8th Ave. Ste. 170, Portland OR 97202
Tel.: 971-361-9627

NEP Website | Food Hero Website

Kristopher M. Elliott, PhD
Assistant Director, University Outreach and Engagement
Program Leader, OSU Extension Service – Outdoor School
Oregon State University
325 Ballard Extension Hall, Corvallis OR 97331
Tel.: 541-737-4567 | Cell: XXX-XXX-XXXX

Website
Gallup Certified Strengths Finder® Coach
Responsibility | Arranger | Communication | Maximizer | Individualization

Carolyn Ashton, Assistant Professor *(she/her)*
Oregon State University | 4-H Youth Development
OSU Extension Service – Benton County
4077 SW Research Way, Corvallis OR 97331
Tel.: 541-713-5000 | Cell: XXX-XXX-XXXX

Website | Facebook
Kara Orr, Administrative Program Specialist  
**Oregon State University | 4-H Youth Development**  
OSU Extension Service – Columbia County  
505 North Columbia River Highway, St Helens OR 97051  
Tel.: 503-397-3462 | Cell: XXX-XXX-XXXX

Website

John Gandy, Educator  
**Oregon State University | 4-H Youth Development**  
OSU Extension Service – Jefferson County  
850 NW Dogwood Lane, Madras OR 97741  
Tel.: 541-475-7107 | Cell: XXX-XXX-XXXX | Fax: 541-475-6390

Website | Facebook

Statewide 4-H Example

Mario Magaña Álvarez, PhD, Associate Professor *(he/him)*  
State 4-H Youth Development Outreach Specialist  
**Oregon State University | OSU Extension Service**  
123 Ballard Extension Hall, Corvallis OR 97331  
Tel.: 541-737-0925 | C: XXX-XXX-XXXX | F: 541-737-0999

Website

Split Appointment Example

Deborah Warnock, Assistant Professor (Practice)  
4-H Youth Development | Family and Community Health  
Oregon State University  
**OSU Extension Service – Wallowa County**  
668 NW 1st Street, Enterprise OR 97828  
Tel.: 541-426-3143 | Cell: XXX-XXX-XXXX | Fax: 541-426-0243

Website