

# NDSU EMAIL

## option 1

Full Name — fonts: Arial Regular 10 pt.  
Title / Department  
**NORTH DAKOTA STATE UNIVERSITY** — Arial Bold 10 pt., all caps

space [ Building and room number — Arial Regular 10 pt.  
Dept XXXX, PO Box 6050  
Fargo ND 58108-6050  
phone: 701.231.XXXX  
mobile phone: 123.456.7890 — (optional information)  
fax: 701.231.XXXX — (optional information)  
firstname.lastname@ndsu.edu — (optional information)  
www.ndsu.edu


space [ 

## option 2

two spaces before and after forward slash marks

**FULL NAME** — Arial Bold 10 pt., all caps  
Title / Department — Arial Regular 10 pt.

space [ Dept XXXX, PO Box 6050 / Fargo ND 58108-6050  
p: 701.231.XXXX / f: 701.231.XXXX  
www.ndsu.edu

space [ 

## option 3

Full Name — Arial Regular 10 pt.  
Title / Department  
**NORTH DAKOTA STATE UNIVERSITY** — Arial Bold 10 pt., all caps  
p: 701.231.XXXX / f: 701.231.XXXX / www.ndsu.edu

space [ 

## NOTES

Appearance of the font size may vary slightly, depending on email software. If 10 points appears too small or too large on your system, you may adjust the size.

Since some email programs do not allow formatting (font choices, bold text, etc.), users on those systems may choose to follow the order of information from the above options in whichever font is the default on that system.

Use of the NDSU logo graphic is encouraged in all email signatures, except in situations where an email system does not offer a way to place the graphic as part of the signature. If you are unable to use the logo graphic, be sure to use one of the signature options that spells out North Dakota State University within your contact information.