

## ECO TAG LINE FOR EMAILS









In an effort to prompt readers to think twice about their use of paper and excess print copy, we encourage the campus community to incorporate an eco-tag line into their email signatures. As part of our commitment to campus sustainability, a Delta-specific tag line has been created to provide a unified appearance as a campus and reinforce Delta's commitment to sustainability—especially with off campus communication.

Think before you print!   
Delta College – where our color will always be green  
[www.delta.edu/sustainability](http://www.delta.edu/sustainability)

Visit <https://deltanet.delta.edu/myintranet/inadvancement/SustainabilityTagLine.asp> to access the graphics and download instructions.

To insert the tag line into your email signature:

-  Access your saved graphic file
-  Right click on the file to copy
-  Open Microsoft Outlook
-  Choose: Tools, Options, Mail Format, Signatures
-  Paste the tag line below your email signature
-  Click OK to save your update

If you need assistance, contact the Sustainability Office at [sustainability@delta.edu](mailto:sustainability@delta.edu).