Tag lines are information, or messages, that people using e-mail can have routinely appear at the bottom of their outgoing e-mail messages.

We ask that Facilities Management staff adding messages (tag lines), other than their name and other pertinent contact information, please limit these messages to business-related information.

Examples such as, “Keep the campus clean, don’t litter,” or “Safety is everyone’s concern” would be very appropriate tag lines. Although this is not an official department policy, it is a suggestion to further enhance our professionalism. Thank you in advance for your consideration.