**Fleming Email Signature Templates**

**Instructions**

To use these templates, follow these steps:

• Select this symbol  from the top-left corner of one of the following signatures to highlight all elements of the signature. (If needed, enable editing and then move the mouse over the signature to see the symbol.)

• Copy (Ctrl + C) all highlighted elements and then paste (Ctrl + V) them into your email signature in Outlook.

**Sutherland Template**

|  |
| --- |
| Firstname Lastname  Title, Department  705-749-5530 x 0000  Rm 00000  Shape  Description automatically generated with medium confidence  Fleming College  Sutherland Campus  599 Brealey Dr.  Peterborough, ON  K9J 7B1  [www.flemingcollege.ca](http://www.flemingcollege.ca/)  *Fleming College respectfully acknowledges that we are situated on Michi Saagiig lands and the traditional territory covered by the Williams Treaties. G'chi Miigwech to the Michi Saagiig peoples for allowing us to continue our work in your territory.*  *CONFIDENTIALITY NOTICE: This communication is intended for the use of the recipient to whom it is addressed, and may contain confidential, personal and/or privileged information. If you receive this transmission in error, please notify us immediately and do not print, copy, distribute, or disclose it further. Any communication received in error should be immediately deleted or destroyed. Thank you for your cooperation.* |

**Frost Template**

|  |
| --- |
| Firstname Lastname  Title, Department  705-324-9144 x 0000  Rm 00000  Shape  Description automatically generated with medium confidence  Fleming College  Frost Campus  200 Albert St. S.  Lindsay, ON  K9V 5E6  [www.flemingcollege.ca](http://www.flemingcollege.ca/)  *Fleming College respectfully acknowledges that we are situated on Michi Saagiig lands and the traditional territory covered by the Williams Treaties. G'chi Miigwech to the Michi Saagiig peoples for allowing us to continue our work in your territory.*  *CONFIDENTIALITY NOTICE: This communication is intended for the use of the recipient to whom it is addressed, and may contain confidential, personal and/or privileged information. If you receive this transmission in error, please notify us immediately and do not print, copy, distribute, or disclose it further. Any communication received in error should be immediately deleted or destroyed. Thank you for your cooperation.* |

**Haliburton Template**

|  |
| --- |
| Firstname Lastname  Title, Department  705-457-1680 x 0000  Rm 00000  Shape  Description automatically generated with medium confidence  Fleming College  Haliburton Campus  297 College Dr.  Haliburton, ON  K0M 1S0  [www.flemingcollege.ca](http://www.flemingcollege.ca/)  *Fleming College respectfully acknowledges that we are situated on Michi Saagiig lands and the traditional territory covered by the Williams Treaties. G'chi Miigwech to the Michi Saagiig peoples for allowing us to continue our work in your territory.*  *CONFIDENTIALITY NOTICE: This communication is intended for the use of the recipient to whom it is addressed, and may contain confidential, personal and/or privileged information. If you receive this transmission in error, please notify us immediately and do not print, copy, distribute, or disclose it further. Any communication received in error should be immediately deleted or destroyed. Thank you for your cooperation.* |