**Basic Signature**

**Henry Talkington, Ph.D.**

Professor / Communications & Marketing

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**Signature with Mailing Address & Office Location**

Use office location only if the nature of your position calls for it.

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**Signature with Department/Unit Website**

Linking to your department/unit website is optional.

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****

**Signature with Department/Unit Social Media**

Linking to your department/unit specific social media is optional.

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[Facebook](https://www.facebook.com/LewisClarkState) / [X](https://twitter.com/lcsc) / [Instagram](https://www.instagram.com/lewisclarkstate/)

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**Signature with Meeting Scheduler**

With supervisor approval, hyperlink the “Schedule Appointment” text to a meeting scheduler link.

**Henry Talkington, Ph.D.**

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email@lcsc.edu / Schedule Appointment

xxx-xxx-xxxx

****

**Signature with Confidentiality Statement**

Include only if instructed to do so by your supervisor.

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