**Email Signature Template**

Copy and paste the below in your signature and replace with your personal information. Directions on how to update your signature in Outlook can be found [here](https://support.office.com/en-us/article/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2). If you need further assistance, please email IT at [ithelp@helenacollege.edu](ithelp%40helenacollege.edu).

**Helena Donaldson | Administrative Assistant**

**p:** 406.447.#### **|** **f:** 406.447.#### **| e:** helena.donaldson@helenacollege.edu

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**Donaldson Campus** 1115 North Roberts, Helena, MT 59601

**Airport Campus** 2300 Airport Road, Helena, MT 59601

**p**: 406.447.6900 **|** [www.helenacollege.edu](http://www.helenacollege.edu)

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