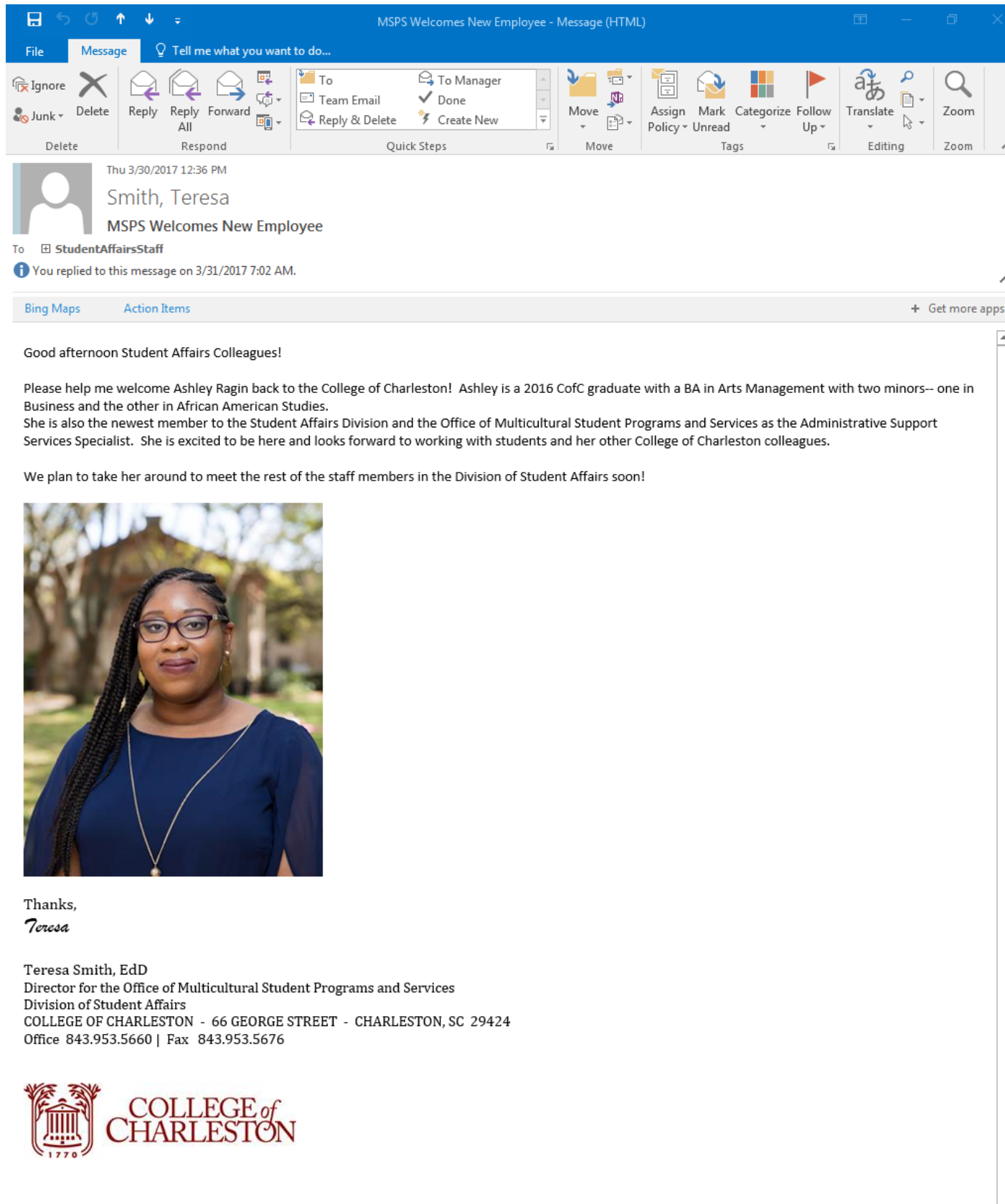


Sample new employee email announcement to Division:



The screenshot shows an Outlook email window titled "MSPS Welcomes New Employee - Message (HTML)". The interface includes a ribbon with "File" and "Message" tabs, and a "Tell me what you want to do..." search bar. The ribbon contains various action buttons such as "Ignore", "Delete", "Reply", "Reply All", "Forward", "To Manager", "Team Email", "Done", "Reply & Delete", "Create New", "Move", "Assign Policy", "Mark Unread", "Categorize", "Follow Up", "Translate", and "Zoom".


The email header shows the sender as "Smith, Teresa" with a profile picture, and the subject as "MSPS Welcomes New Employee". The recipient is "StudentAffairsStaff". A status bar at the bottom of the header indicates "You replied to this message on 3/31/2017 7:02 AM." Below the header are sections for "Bing Maps" and "Action Items".

The main body of the email contains the following text:

Good afternoon Student Affairs Colleagues!

Please help me welcome Ashley Ragin back to the College of Charleston! Ashley is a 2016 CofC graduate with a BA in Arts Management with two minors-- one in Business and the other in African American Studies. She is also the newest member to the Student Affairs Division and the Office of Multicultural Student Programs and Services as the Administrative Support Services Specialist. She is excited to be here and looks forward to working with students and her other College of Charleston colleagues.

We plan to take her around to meet the rest of the staff members in the Division of Student Affairs soon!



Thanks,
Teresa

Teresa Smith, EdD
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