Instructions

Inserts should be printed on 110lb White Paper. No reformatting of the template will be needed.

1. Open the Google Sheets Document [here](#).
2. Select the appropriate tab at the bottom. Everything should be typed into Column B.
3. Non Shared Office Tab
    a. Type your Name into Line 1
    b. Type your Title into Line 2
    c. Type your Department/School into Line 3
    d. Repeat for lines 4,5,6 and 7,8,9 if necessary
4. Shared Office Tab
    a. Type your Name into Line 1
    b. Type your Title and Department/school into Line 2
    c. Type your Office Mates Name into Line 3
    d. Type your Office Mates Title and Department/School into Line 4
    e. Repeat for lines 5,6,7,8 and 9,10,11,12 if necessary
5. Print and cut on dotted lines.

[Template](#)

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Mimmu Salmela

Executive Director
Marketing and Communications

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Directors
Enrollment Management