



Operations Manual

Governed By: Marketing/Communications	Effective Date: 01/01/2013
Procedure: # 7 - Email Signatures	Updated Last: 12/08/2014
Purpose: To ensure consistency in branding across agency email signatures	
Refer to Policy #:	

Summary:

Email signatures are like business cards for your emails. They give your receiver all the important information regarding how they can contact you. It is very important to have a proper signature set up for your email account. All staff with email MUST display a signature. All CEO email signatures should follow the same format:



Heather Burdo

Marketing and Development Director

2331 Fifth Avenue

Troy, NY 12180

(518) 272-6012 EXT. 274

www.ceoempowers.org

[facebook.com/ceocap](https://www.facebook.com/ceocap) twitter.com/CEOcapNY

Install quick guide:

- Highlight everything in the template above (between the lines) and hit ctrl + c or right click and choose "copy"
- From Outlook, click on the "File" tab in the upper left hand corner
- Choose "Options" toward the bottom - a new dialogue box will open
- On the left hand pane, choose "mail" (second from the top)
- On the right hand side, half-way down, choose "signatures..."
- Highlight over everything in your existing signature



Operations Manual

- Hit ctrl + v, or right click and choose “paste”
- The CEO logo image may not show up in the dialogue box. That’s okay. It is probably still in there.
- Replace all of the template information with your own information
- Hit save. Then hit okay.
- Test internally by sending an email to yourself ☺
- If you need to trouble shoot, please see the [IT documentation on the intranet](#) about signatures for a more in-depth tutorial

Program or Site: (program name)	Effective Date: (mm/dd/yyyy)
Procedure: (procedure name)	Updated Last: (mm/dd/yyyy)
Purpose: (what is the purpose of this procedure?)	

Summary: