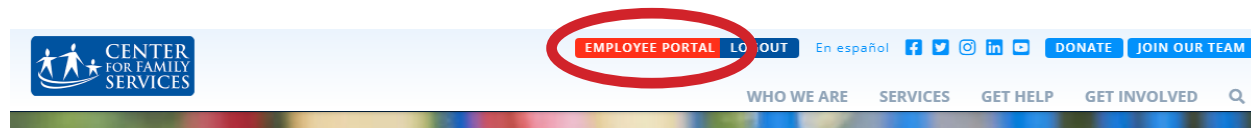


HOW TO INCORPORATE AN IMAGE INTO YOUR EMAIL SIGNATURE USING OUTLOOK



1.



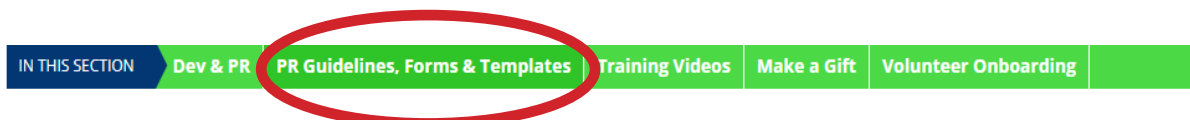
Visit centerffs.org and click **Employee Portal**.

2.

Log in using the username **staff** and the password **centerffs**.

Be sure to click the reCAPTCHA box, then click **LOG IN**.

3.



Guidelines, Forms, and Templates

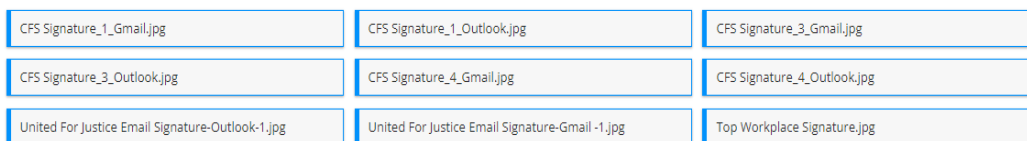
Public Relations and Development

Once you've logged in, hover over the **Public Relations & Development** section and click **PR Guidelines, Forms, and Templates**.

4.

How to Setup Your Email Signature and Optional Branded Image

[VIEW DETAILS AND DIRECTIONS](#)



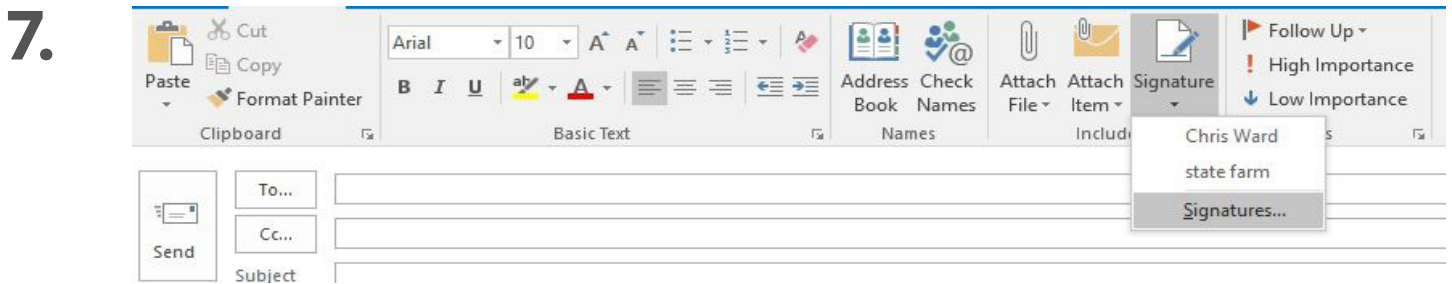
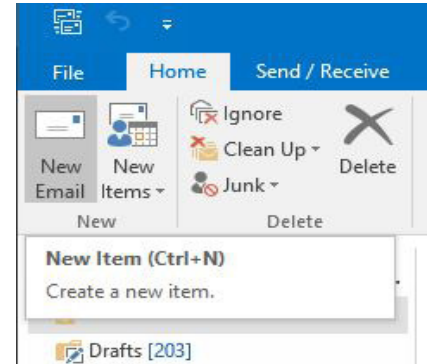
Scroll down to the **Email Signature Image** section. Here, you'll find three options for email signature images for both Gmail and Outlook.

Click the version of your choice to be directed to the image's page.

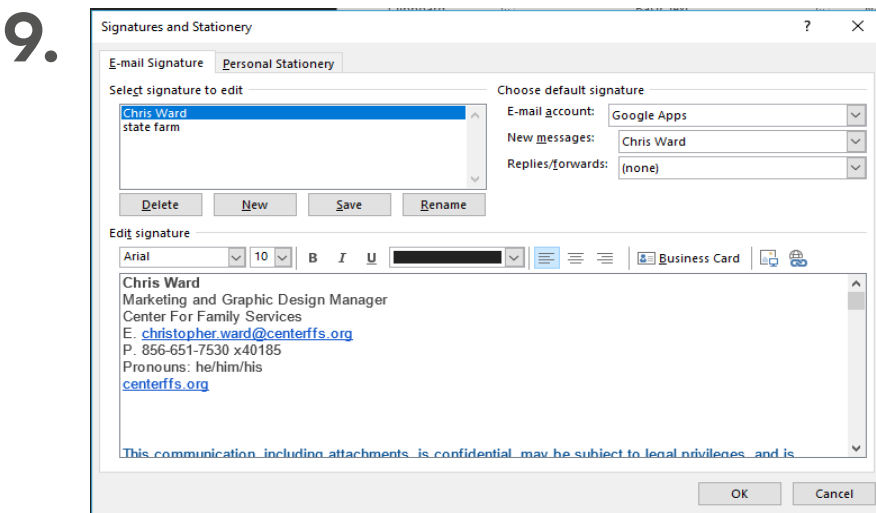
5. 

Once directed to the images page, double click the link at the top of the page. Next, click to highlight the link and select **copy**.

6. Open Outlook and click the **New Email** button in the upper right corner.



Click **Signature**, then **Signatures** in the drop down.



This may be a good time to ensure your Center For Family Services email signature is both up-to-date and correctly formatted.

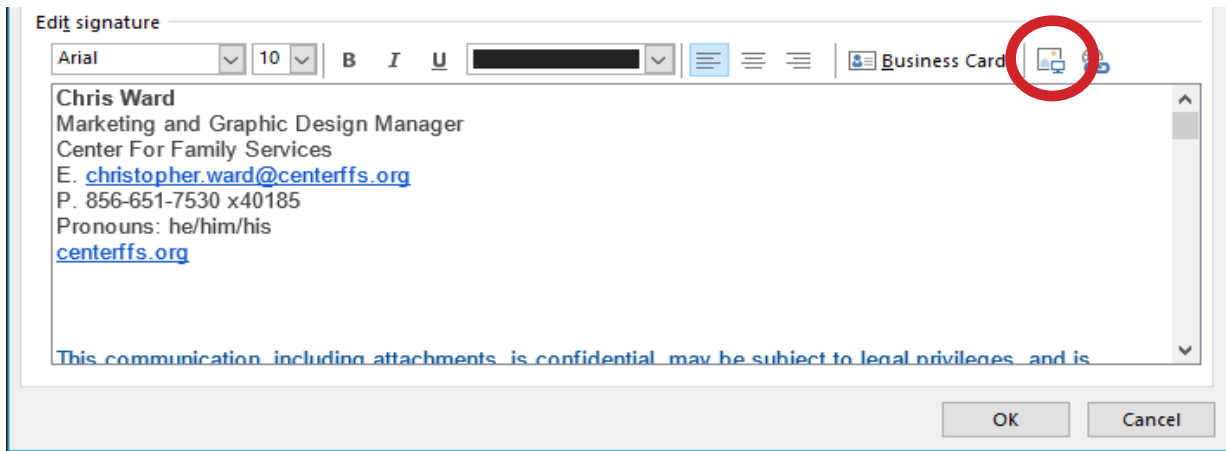
Please be sure, your email signature includes the following:

- First/Last Name
- Pronouns (optional)
- Job Title
- Center For Family Services
- Email Address
- Work Phone
- Cell Phone (if you have an agency cell)
- Fax (optional)
- centerffs.org

All staff should also be sure to include the following disclaimer message in their email signature:

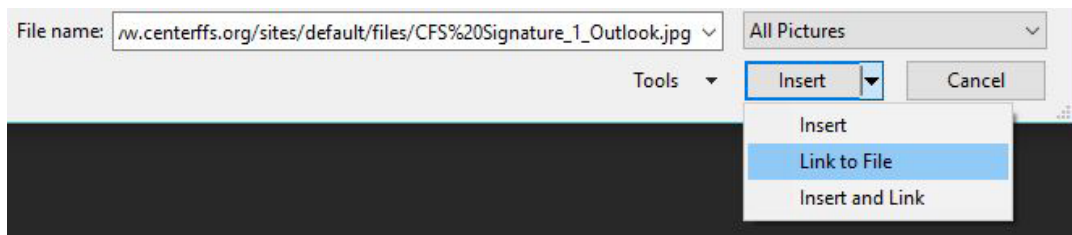
This communication, including attachments, is confidential, may be subject to legal privileges, and is intended for the sole use of the addressee. Any use, duplication, disclosure or dissemination of this communication, other than by the addressed, is prohibited. If you have received this communication in error, please notify the sender immediately and delete or destroy this communication and all copies.

8.



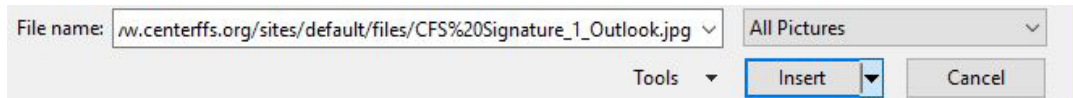
Click the space between your individual information and the disclaimer and click **Insert Picture**.

9.



In the **Insert Picture** window, click the drop down, and choose **Link to File**.

10.



Paste the image link in the box below, and click **Insert**.

When you return to the Signatures and Stationary window, click **OK**.

Chris Ward
Marketing and Graphic Design Manager
Center For Family Services
E. christopher.ward@centerffs.org
P. 856-651-7530 x40185
Pronouns: he/him/his
centerffs.org



Together

we change lives.

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