



## CREATING A STANDARD AGENCY EMAIL SIGNATURE

In an effort to be consistent in our communications and presentations on behalf of the agency, Center For Family Services has defined a policy regarding email usage and standard email signatures. All staff are required to use a standard Center For Family Services signature line in their emails. This document was created to assist you in complying with this very important policy.

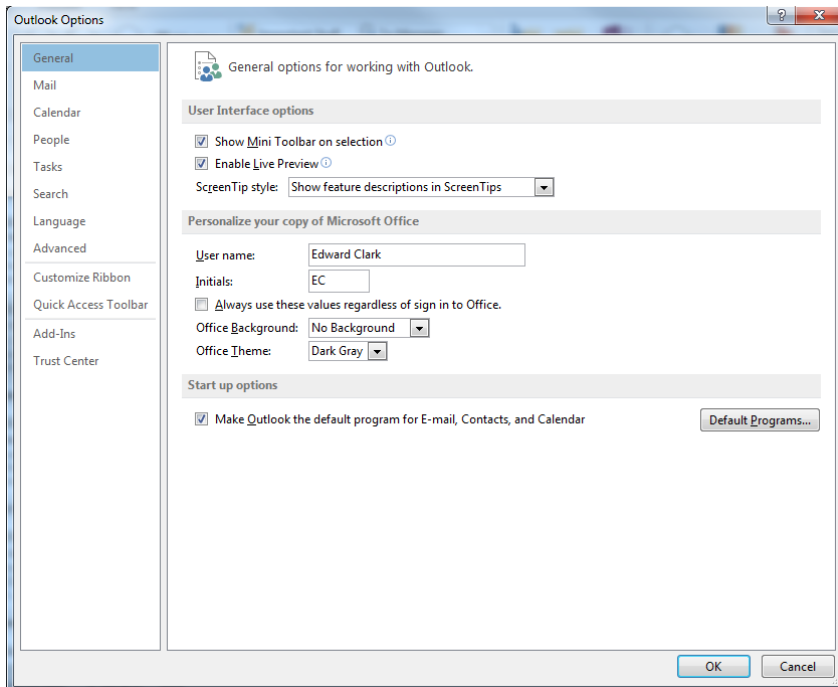
The policy is included in the instructions in this guide and can also be found online in the staff section of the company website. **Note: You must be logged in to the centerffs.org website to view this page:**

<http://www.centerffs.org/staff/communications-protocols-guidelines>

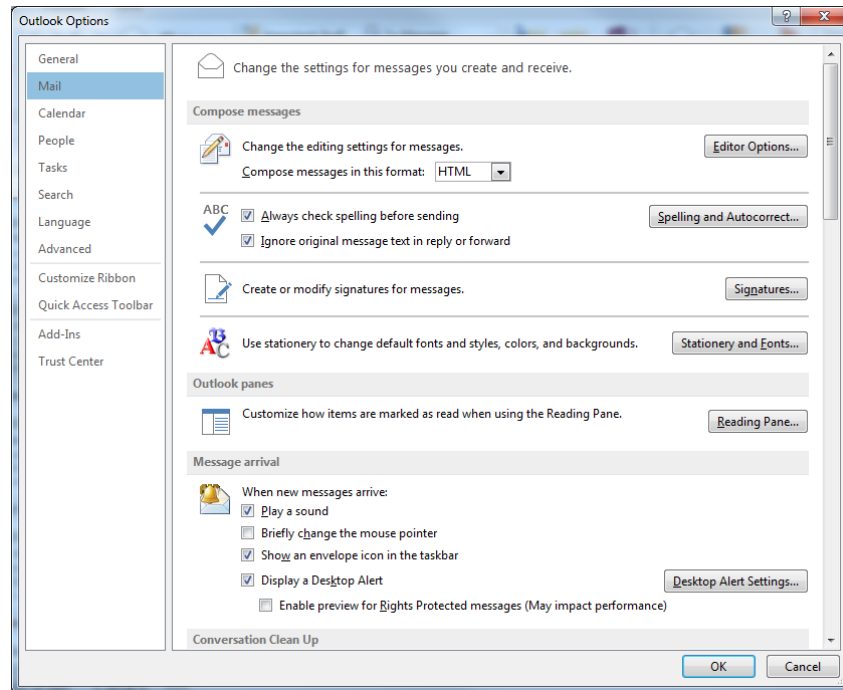
The steps for creating a signature line vary depending on whether you use Gmail or Outlook to access your email. If you use Outlook, the steps are dependent on the version of Microsoft Outlook you use. First, we will cover creating a signature line using Outlook 2010 and 2013 where the steps are identical. We will then cover creating a signature line with Gmail (page 5). Finally, instructions for creating a signature line with Outlook 2007 are included starting on page 6.

### **To create a standardized CFS signature line using Microsoft Outlook 2010 or 2013:**

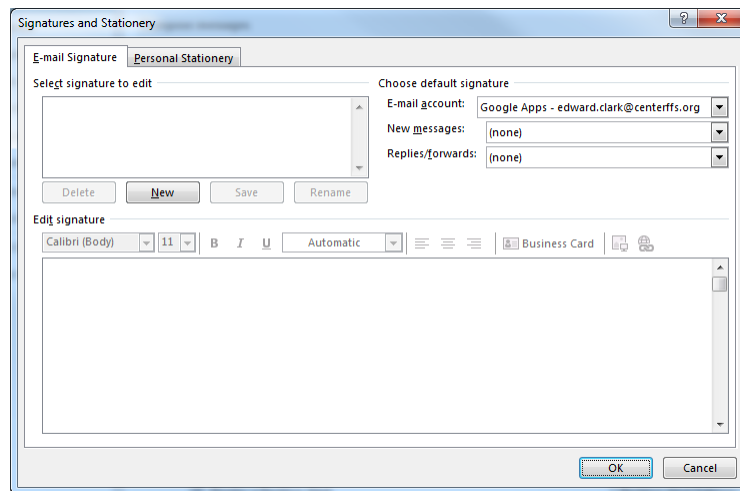
1. Open Microsoft Outlook
2. Select **File** on the Ribbon at the top of the program window.
3. Select **Options** on the File Page. The following Window will display.



4. Select **Mail** from the selections on the left side of the window. The Window will now display the options pictured on the next page.



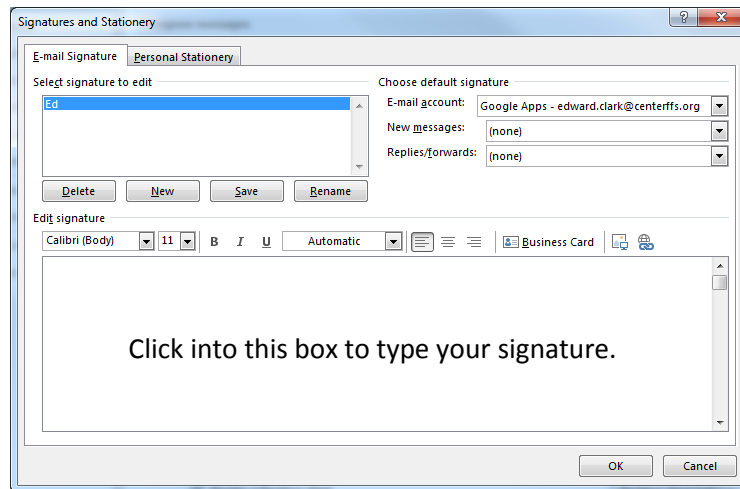
5. Select **The Signatures button** on the right hand side of the window. Outlook will display the Signatures and Stationery window pictured below.



6. Click the **New** button. Outlook will prompt you for a name for the signature line you are creating as pictured below.



7. **Type a name** for the signature, then select **OK**. The Signatures window will re-display as pictured below.



8. Click into the **Edit signature box** identified in the picture above. You are now ready to type your full signature as you want it to appear on all outgoing email messages. As you do so, please adhere to the following guidelines:
  - a) Your signature line must use the following format:

First Name Last Name

Job Title

Center for Family Services

Phone

Cell (you are required to include your cell number if you have an agency cell phone)

Fax

Email address

[www.centerffs.org](http://www.centerffs.org)

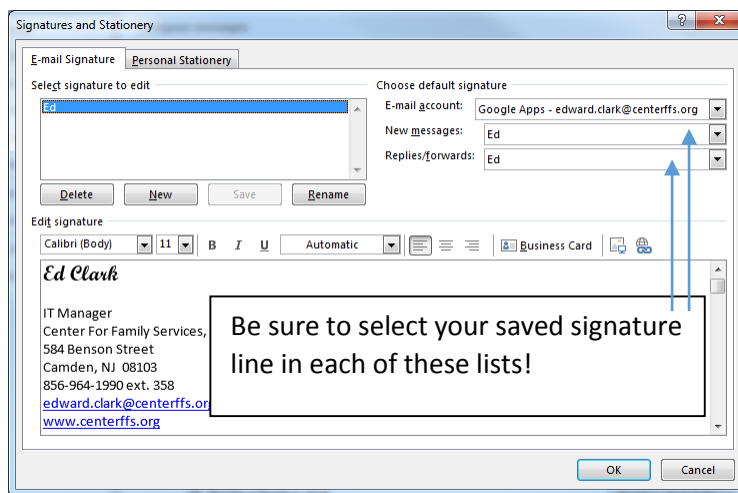


Follow us on Facebook (optional)

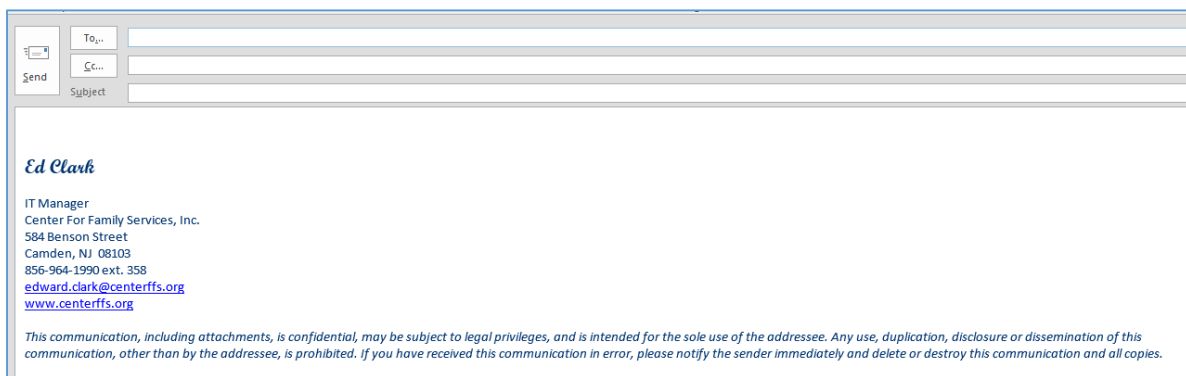
- b) The end of your signature line must also include the following disclosure:

**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 addressee, is prohibited. If you have received this communication in error, please notify the sender immediately and delete or destroy this communication and all copies.**

9. After you have completed the entry of your signature line, be sure to **check the spelling** (no spell checker is available on this screen so you must check your spelling manually), then click **Save** to save your signature file.
  
10. A Very important step is to select where you want your new signature line used. On the right hand side of the Signature window are 2 options, “New Messages” and “Replies/forwards”. **You must make a selection for these options otherwise your signature line will not appear on your outgoing email messages.** To have your signature appear at the bottom of each new and forwarded message, **select the name of the signature you just created by clicking the down arrow in these options.** A sample of the completed window is pictured below.



11. Once you are satisfied that all the settings are correct, click **OK** to return to the Email options window, then click **OK** again to complete the process.
12. Test your signature line by creating a new email message. Your signature line should automatically appear at the bottom of your new message. A sample is pictured below.



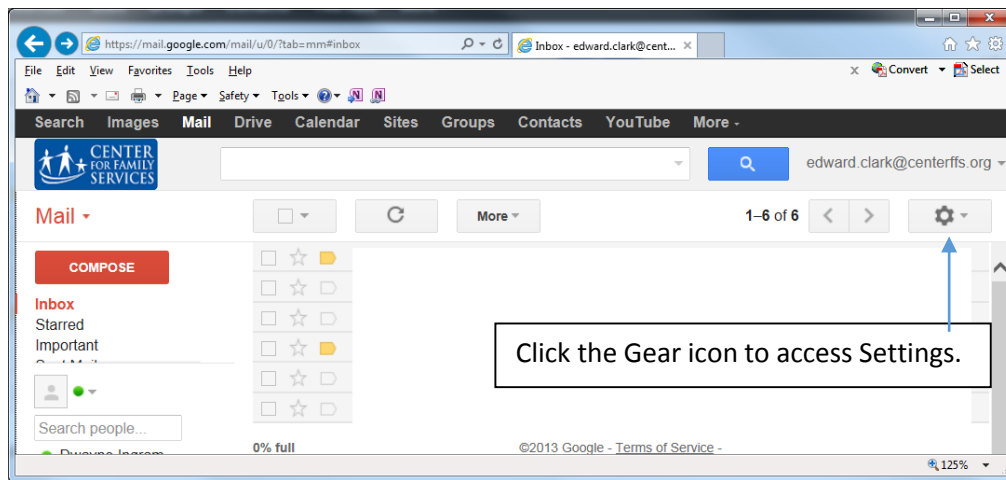
**Important Notes: 1) Signature lines created in Outlook DO NOT CARRY THROUGH TO GMAIL. As a result, if you periodically use both Outlook and Gmail directly to send and reply to emails,**

***you must create a signature line in BOTH programs to ensure compliance with CFS policy. To save time, you can easily copy your signature line from Outlook to Gmail and vice versa using the standard Windows copy and paste process. 2) Background colors/images are not permitted in standard agency emails.***

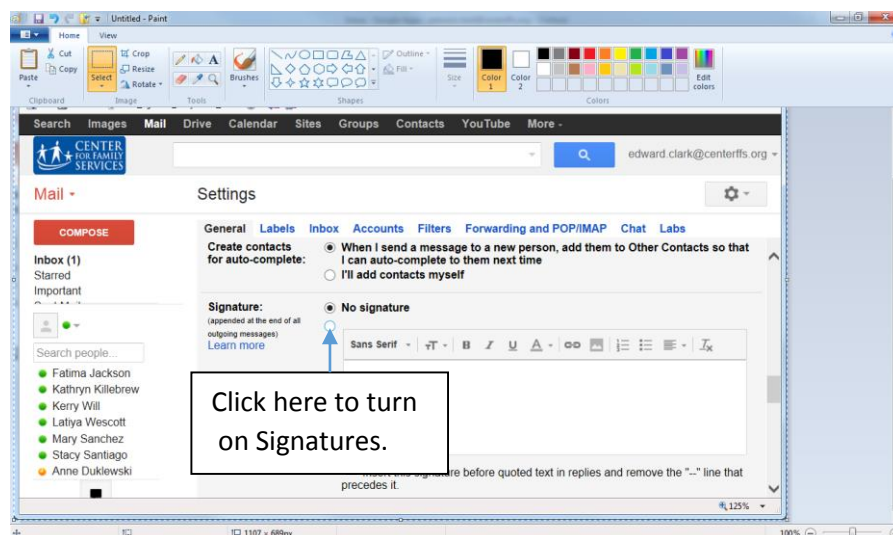
### Creating a Standard CFS Signature Line with Gmail

Creating a Standard CFS Signature Line with Gmail is very different from creating one with Outlook. Here are the steps:

1. Open the web browser of your choice.
2. Go to **gmail.centerffs.org** and **login using your CFS email credentials**. Once your inbox displays, select the **Gear icon** in the upper right corner of the window to access Gmail settings. This icon is identified in the picture below.



3. On the Gear Menu, select **Settings**. Gmail will display the page pictured below.

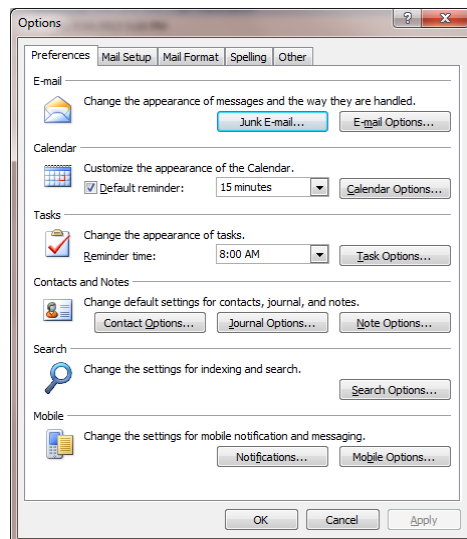


4. Click the option circle below “No Signature” to turn on the Signature feature.
5. Click into the large white box and **type (or copy and paste) your signature** exactly as you want it to appear on your emails. **See page 4 for the detailed requirements for your signature.**
6. **Spell check your signature.** Depending upon the browser you are using, possible misspelled words may automatically be identified for you with a wavy line. If not, be sure to check your spelling manually.
7. Scroll to the very bottom of the page and click the **Save Changes** button to save your signature line.

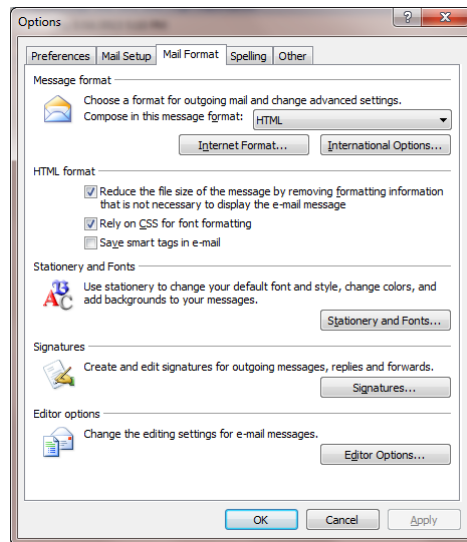
**Important Notes:** 1) *Signature lines created in Gmail DO NOT CARRY THROUGH TO OUTLOOK. As a result, if you periodically use both Outlook and Gmail directly to send and reply to emails, you must create a signature line in BOTH programs to ensure compliance with CFS policy. To save time, you can easily copy your signature line from Outlook to Gmail and vice versa using the standard Windows copy and paste process.* 2) *Background colors/images are not permitted in standard agency emails.*

#### To create a standardized CFS signature line using Microsoft Outlook 2007:

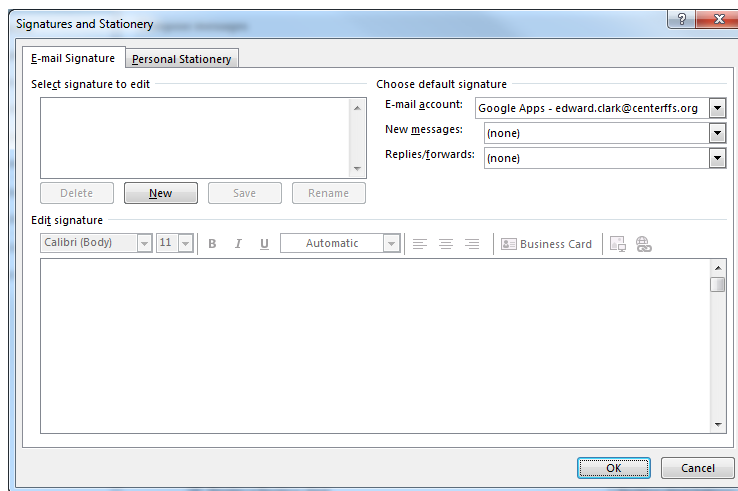
1. Open Microsoft Outlook
2. Select **Tools** on the Ribbon at the top of the program window.
3. Select **Options** on the Tools Menu. The following Window will display.



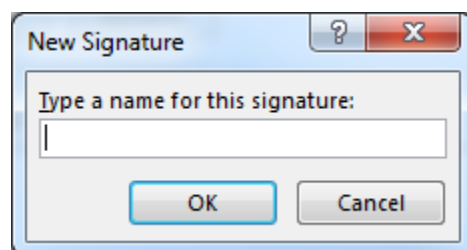
4. Select **Mail Format** from the selections at the top of the window. The Window will now display the options pictured at the top of the next page.



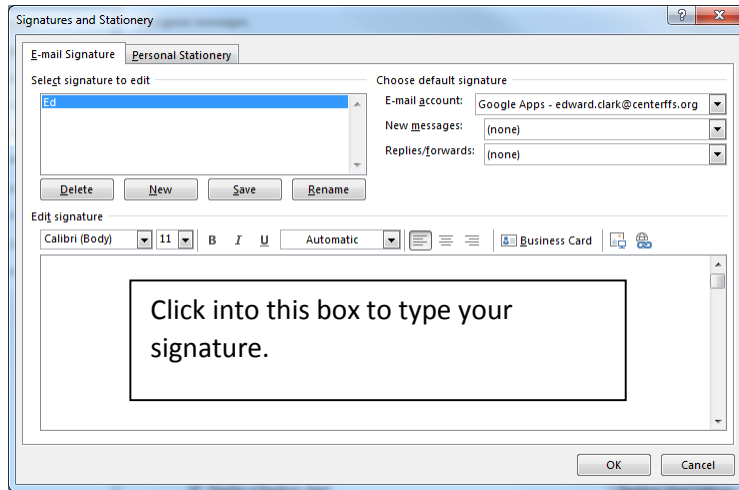
5. Select **The Signatures button** on the right hand side of the window. Outlook will display the Signatures and Stationery window pictured below.



6. Click the **New** button. Outlook will prompt you for a name for the signature line you are creating as pictured below.



7. **Type a name** for the signature, then select **OK**. The Signatures window will re-display as pictured on the next page.



8. Click into the **Edit signature box** identified in the picture above. You are now ready to type your full signature as you want it to appear on all outgoing email messages. As you do so, please adhere to the following guidelines:

- a. Your signature line must use the following format:

First Name Last Name

Job Title

Center for Family Services

Phone

Cell (you are required to include your cell number if you have an agency cell phone)

Fax

Email address

[www.centerffs.org](http://www.centerffs.org)



Follow us on Facebook (optional)

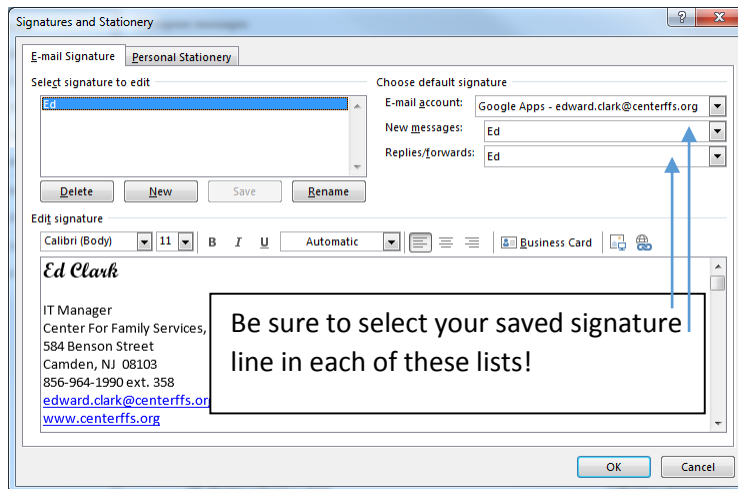
- a. The end of your signature must also include the following disclosure:

**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 addressee, is prohibited. If you have received this communication in error, please notify the sender immediately and delete or destroy this communication and all copies.**

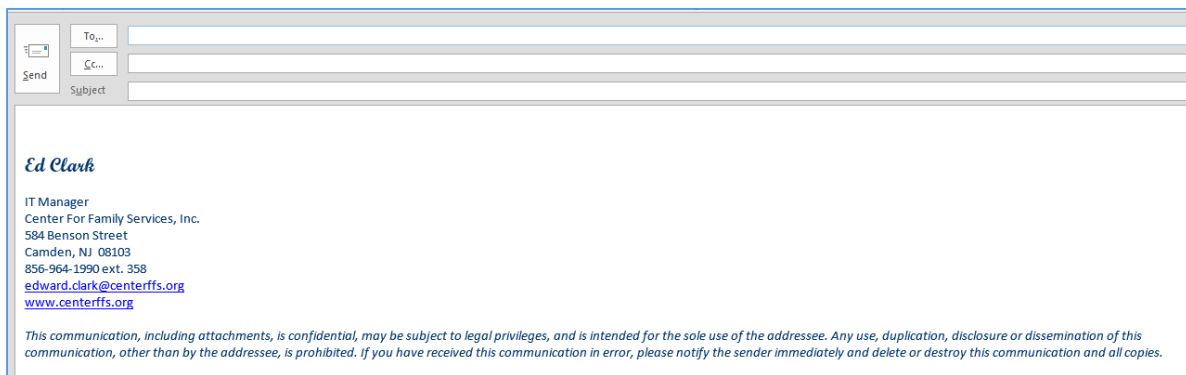
9. After you have completed the entry of your signature line, be sure to **check the spelling** (no spell checker is available on this screen so you must check your spelling manually), then click **Save** to save your signature file.



10. A Very important step is to select where you want your new signature line used. On the right hand side of the Signature window are 2 options, “New Messages” and “Replies/forwards”. **You must make a selection for these options otherwise your signature line will not appear on your outgoing email messages.** To have your signature appear at the bottom of each new and forwarded message, **select the name of the signature you just created by clicking the down arrow in these options.** A sample of the completed window is pictured below.



11. Once you are satisfied that all the settings are correct, click **OK** to return to the previous window, then click OK again to complete the process.
12. Test your signature line by creating a new email. Your signature line should appear at the bottom of your new message. A sample is pictured below.



**Important Notes: 1) Signature lines created in Outlook DO NOT CARRY THROUGH TO GMAIL. As a result, if you periodically use both Outlook and Gmail directly to send and reply to emails, you must create a signature line in BOTH programs to ensure compliance with CFS policy. To save time, you can easily copy your signature line from Outlook to Gmail and vice versa using the standard Windows copy and paste process. 2) Background colors/images are not permitted in standard agency emails.**