

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.

Outlook Options	3 ×
General Mail	General options for working with Outlook.
Calendar	User Interface options
People Tasks Search Language Advanced Customize Ribbon Quick Access Toolbar Add-Ins	Show Mini Toolbar on selection Screen Tip style: Show feature descriptions in Screen Tips Personalize your copy of Microsoft Office User name: Edward Clark Initials: EC Always use these values regardless of sign in to Office. Office Background: No Background
Trust Center	Office I heme: Dark Gray Start up options
	☑ Make Qutlook the default program for E-mail, Contacts, and Calendar Default Programs
	OK Cancel

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.

utlook Options	2 2	2
General Mail	Change the settings for messages you create and receive.	•
Calendar	Compose messages	
People Tasks	Change the editing settings for messages. <u>C</u> ompose messages in this format: HTML	ш
Search Language Advanced	ABC Always check spelling before sending Spelling and Autocorrect	
Customize Ribbon Quick Access Toolbar	Create or modify signatures for messages.	
Add-Ins Trust Center	C Use stationery to change default fonts and styles, colors, and backgrounds. Stationery and <u>Fonts</u>	
	Outlook panes	
	Customize how items are marked as read when using the Reading Pane.	
	Message arrival	
	When new messages arrive: Image: Play a sound Image: Briefly change the mouse pointer Image: Show an envelope icon in the taskbar	
	✓ Display a Desktop Alert	
	Enable preview for <u>Rights</u> Protected messages (May impact performance)	
	Conversation Clean Up	-
	OK Cancel	

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

Signatures and Stati	onery		8	x
<u>E</u> -mail Signature	Personal Stationery			
Sele <u>c</u> t signature to	o edit	Choose default sign	nature	
	*	E-mail <u>a</u> ccount:	Google Apps - edward.clark@centerffs.org	•
		New <u>m</u> essages:	(none)	•
	-	Replies/forwards:	(none)	•
Delete	New Save Rename			
Edi <u>t</u> signature Calibri (Body)	VIIV BIU Automatic	¥ = = =	🗴 Business Card 🛛 🗒 🌦	^
				•
			OK	:el

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

New Signature	? X
Type a name for this si	gnature:
	Cancel
OK	Cancel

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

natures and Stati	onery ?
<u>E</u> -mail Signature	Personal Stationery
Sele <u>c</u> t signature to	o edit Choose default signature E-mail <u>a</u> ccount: Google Apps - edward.clark@centerffs.org New <u>m</u> essages: [none] Replies/forwards: [none]
Delete Edit signature Calibri (Body)	New Save Rename
	Click into this box to type your signature.
	OK

- 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

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.

Signatures and Stationery	9 x
E-mail Signature Personal Statio	nery
Sele <u>c</u> t signature to edit	Choose default signature E-mail account: Google Anns - edward clark@centerffs.org
Ed Delete New	E-mail account Google Apps - edward.clark@centerffs.org V New messages: Ed Replies/forwards: Ed
Calibri (Body) V 11 V	B I U Automatic 💽 🚍 🗟 Business Card 🔂 🌺
IT Manager Center For Family Services, 584 Benson Street Camden, NJ 08103 855-964-1990 ext. 358 edward.clark@centerffs.or www.centerffs.org	Be sure to select your saved signature line in each of these lists!
	OK Cancel

- 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.



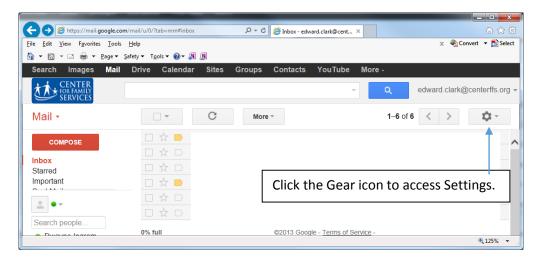
Important Notes: 1) Signature lines created in Outlook DO NOT CARRY THROUGH TO GMAIL. As a result, if you periodically use both Outlook and Gmail directly to send and reply to emails,

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.

Inter Ver Ver <td< th=""><th>📔 🔜 🤊 🦿 🔐 🗢 🛛 Untitled - Paint</th><th>The fighting production with each or Time</th><th>0</th></td<>	📔 🔜 🤊 🦿 🔐 🗢 🛛 Untitled - Paint	The fighting production with each or Time	0
Converse Settings Settings Converse Settings Converse Settings Settings Settings Settings Settings Settings Converse Settings Signature: Signature: Settings Sans Setting Sans Sans Sats Setting Sans Sats Setting Sans Sats Setting Sats Seting Sats Setting Sats Setting Sats Seting Sats Se	Paste Cut Paste Select Resize		
Commose General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Labs Inbox (1) Create contacts Starred Or early complete Important Important Starred Inductor of the word at Componentiation Starred Starred Inductor of the word at Chick here to turn Inductor of the word at Inductor of the word at Inductor of the word at Starred Inductor of the word at Staredy Santiago	LA CENTER		
	COMPOSE Inbox (1) Starred Important Search people • Fatima Jackson • Kathyn Killebrew • Kerry Wil • Latiya Wescott • Katya Kutaya • Stary Santhago • Anne Duklewski	General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Labs Create contacts for auto-complete • When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time Signature: • No signature Signature: • No signature Chick here to turn on Signatures. Sans Serif + vT + B Z U A + oo II HE IE IF + IX Dick here to turn on Signatures. precedes it.	

- 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.

Options	- ? <mark>- × -</mark>
Preference	es Mail Setup Mail Format Spelling Other
E-mail —	Change the appearance of messages and the way they are handled. Junk E-mail E-mail Options
Calendar	
	Customize the appearance of the Calendar. Image: Default reminder: 15 minutes Calendar Options
Tasks —	
	Change the appearance of tasks. <u>R</u> eminder time: 8:00 AM <u>Task Options</u>
Contacts	and Notes
8	Change default settings for contacts, journal, and notes. Contact Options Journal Options Note Options
Search -	Change the settings for indexing and search.
Mobile -	Change the settings for mobile notification and messaging. Notifications Mobile Options
	OK Cancel Apply

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.

Options	?	×
Preferences Mail Setup Mail Format Spelling Other		
Message format		
Choose a format for outgoing mail and change advanced setting Compose in this message format:	s.	•
Internet Format International	Optio	ns
HTML format		
Reduce the file size of the message by removing formatting i that is not necessary to display the e-mail message	nform	ation
Rely on CSS for font formatting		
Save smart tags in e-mail		
Stationery and Fonts		
Use stationery to change your default font and style, change co add backgrounds to your messages.	olors, a	and
S <u>t</u> ationery an	d Fon	ts
Signatures		
Create and edit signatures for outgoing messages, replies and f		ds.
Editor options		
Change the editing settings for e-mail messages.	tions	
OK Cancel	Ar	oply

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

natures and Stati	onery			8	X
-mail Signature	Personal Stationery				
sele <u>c</u> t signature to	edit		Choose default sign	nature	
		*	E-mail <u>a</u> ccount:	Google Apps - edward.clark@centerffs.org	•
			New <u>m</u> essages:	(none)	•
			Replies/ <u>f</u> orwards:	(none)	-
Delete	<u>N</u> ew Save	Rename			
Calibri (Body)	▼ 11 ▼ B I U	Automatic		📓 Business Card 🛛 🔒 🛞	
					•
					•
				OK	cel

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

New Signature	? <mark>X</mark>
<u>T</u> ype a name for this sig	inature:
ОК	Cancel

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

E-mail Signature	Personal Stationery	Choose default sigi E-mail <u>a</u> ccount: New <u>m</u> essages: Replies/ <u>f</u> orwards:	Google Apps - edward.clark@cente (none)	rffs.org 🔻
Delete Edit signature Calibri (Body)	New Save Rename 11 B I U Automatic Click into this box t signature.	to type ye		
			ОК	Cancel

- 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

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.

Signatures and Stationery	? <mark>×</mark>
E-mail Signature Personal Stationery	
Select signature to edit	Choose default signature E-mail account: Google Apps - edward.clark@centerffs.org New messages: Ed Replies/forwards: Ed Rename
Edit signature Calibri (Body) v 11 v B I U Automatic v = a bangusiness Card Ed Clark	
IT Manager Center For Family Services, S84 Benson Street Camden, NJ 08103 856-964-1990 ext. 358 edward.clark@centerffs.or www.centerffs.org	
OK Cancel	

- 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.