Email Signature Standards

Adhering to email signature standards ensures proper brand consistency across all communication channels. The consistent use of the provided signature line reinforces the institution's brand position and creates a unified and professional image. By using the approved signature format, we present a cohesive and recognizable identity to recipients of our emails.

Secondly, the provided signature format helps optimize email sizes and ensures appropriate delivery. By refraining from adding extra logos, icons, or content, we maintain concise and streamlined signatures. This helps to keep email sizes low, facilitating smooth transmission and reducing the chances of messages being flagged as spam or encountering delivery issues. By adhering to the prescribed signature line, we prioritize efficient communication and ensure that our emails reach their intended recipients promptly.

Instruction Guide: Updating Email Signature

In addition to the below, a step-by-step guide with visuals and details by platform, can be located through the help-desk here.

Step 1: Accessing the Signature Settings

1. Open Microsoft Outlook on your computer.

2. Navigate to the "File" tab located at the top-left corner of the Outlook window.

3. Click on "Options" in the left sidebar to open the Outlook Options menu.

4. In the Outlook Options menu, select "Mail" from the left sidebar.

5. Scroll down to the "Create or modify signatures for messages" section.

Step 2: Creating a New Signature

1. Click on the "Signatures..." button to open the Signatures window.

2. In the Signatures window, click on the "New" button to create a new signature.

3. Enter a name for your new signature. It is recommended to use your own name or a recognizable identifier for easy reference.

4. Click "OK" to create the new signature.

Step 3: Editing the Signature Content

1. In the Edit Signature section of the Signatures window, delete any existing content.

2. Copy and paste the signature template from the [Marketing Resource Site](#) as the new content:

3. Make sure to replace your [Name], [Title], [Phone], and [Address (if applicable)] with your own relevant information.

4. Optional: If you wish to include your preferred pronouns, place them after your name, separated by a comma.

5. Ensure that no additional logos, icons, or content are added to the signature line.

6. Click "OK" to save your changes.

Step 4: Assigning the Signature

1. In the "Choose default signature" section of the Signatures window, select your newly created signature from the drop-down menu under "New messages."

2. If desired, you can also assign the signature to your replies/forwards using the drop-down menu under "Replies/forwards." Reply Template can also be found on the [Marketing Resource Site](#).

3. Click "OK" to save your changes and close the Signatures window.

Step 5: Testing the Signature

1. Compose a new email or reply to an existing email to test your new signature.

2. Verify that the signature appears correctly at the bottom of your email, including the name, position, department, and pronouns (if included).

3. Ensure that no additional logos, icons, or content are displayed.

4. If any issues are encountered or if you need further assistance, please contact the [help desk](#) for technical support.

Thank you for your cooperation in updating your email signature to align with The Chicago School's new branding standards. Should you have any questions or concerns, please do not hesitate to reach out to the [help desk](#) for assistance.