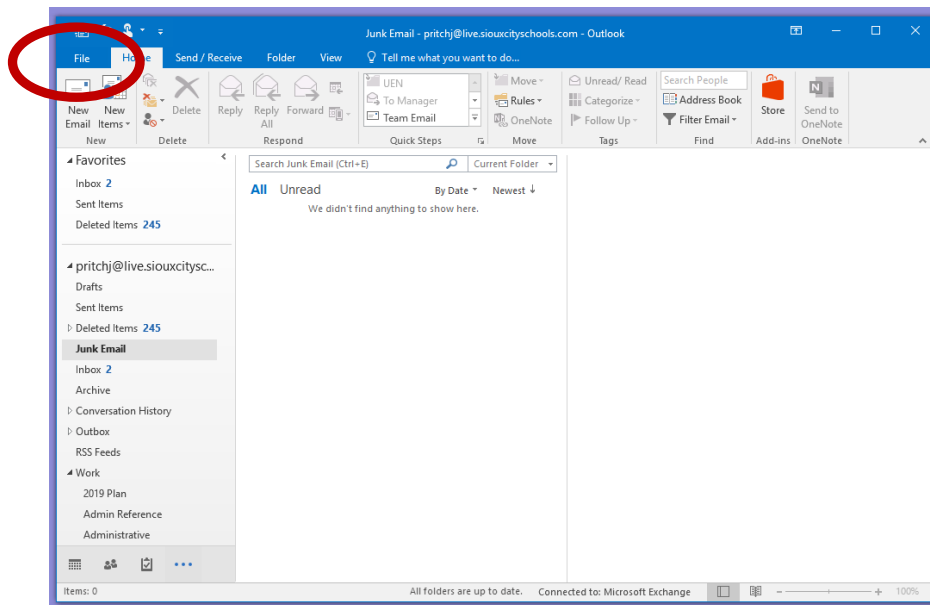


Setting your Signature in Microsoft Outlook

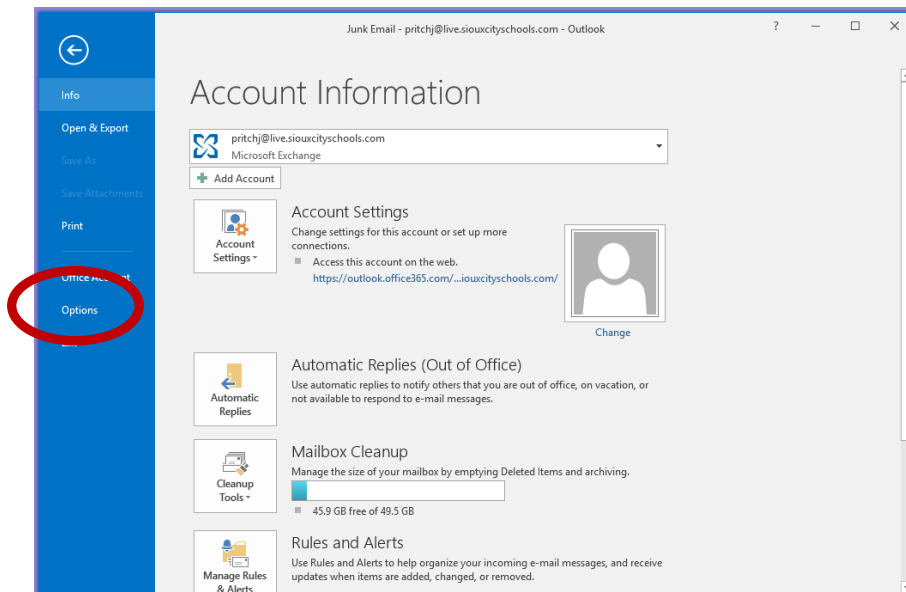
Overview

This document describes how to set up your signature in Microsoft Outlook to adhere to the Brand Guide for the Sioux City Community School District. (See page 46).

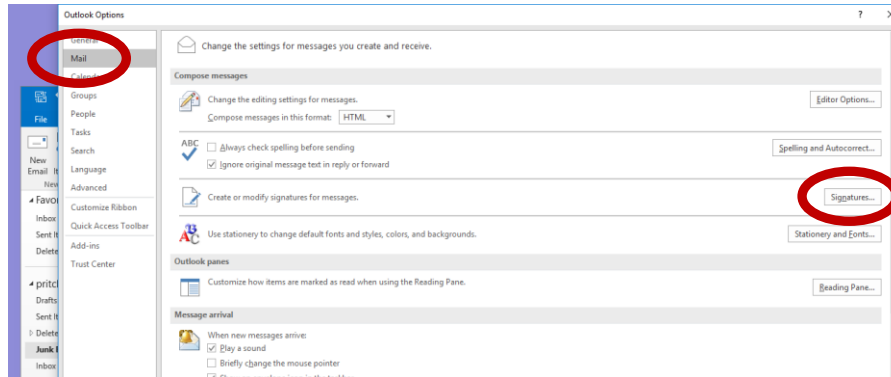
- 1) In Outlook, click on the “File” menu item



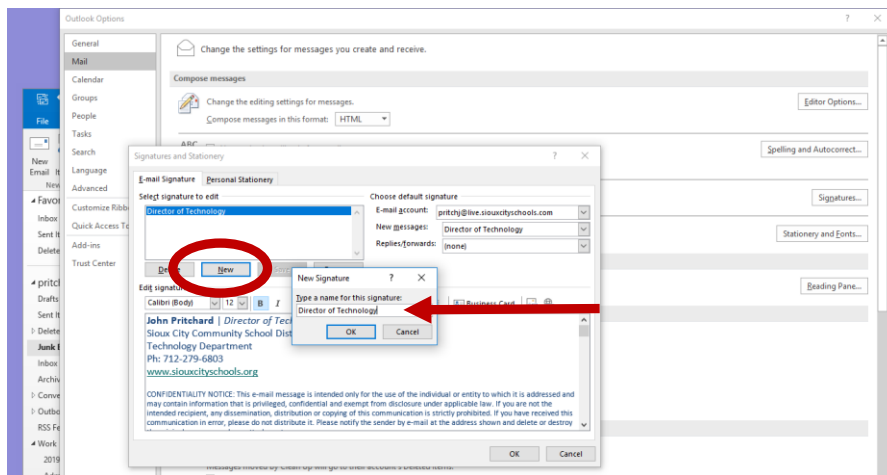
- 2) You will be presented with the following screen. Click on “Options”



- 3) You will be presented with the following screen. Click on “Mail” on the left navigation and then the “Signatures” button.



- 4) You will be presented with the “Signatures and Stationery” form below. Click on the “New” button and you will be presented with a “New Signature” form. Fill in the “New Signature” form with a title for your signature and then click the “OK” button.



- 5) Below is the Sioux City Community School District standard signature with the appropriate font and font sizes. Please note the cell number is optional and can be left off your signature. If you need to include a fax number in your signature, please do so in place of the cell number. You are required to include the confidentiality notice with your signature. You can copy your signature format shown on the next page.

Name | Position Title

Sioux City Community School District

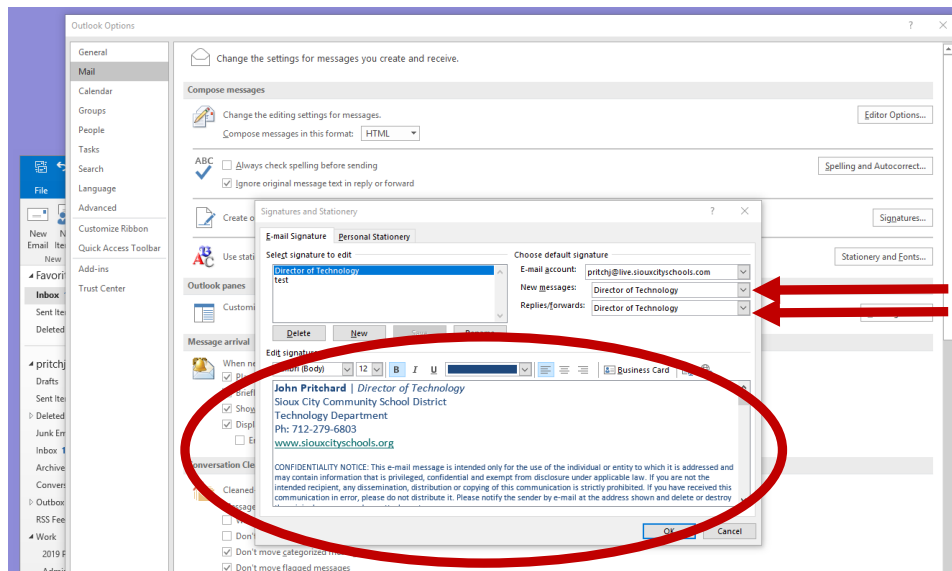
Department Name or School Name

Ph: (712) XXX-XXXX | Cell: (712) XXX-XXXX

www.siouxcityschools.org

CONFIDENTIALITY NOTICE: This e-mail message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please do not distribute it. Please notify the sender by e-mail at the address shown and delete or destroy the original message and any attachments.

- 6) Then paste the content into the “Signature and Stationary” form and update the name, title and phone number and select the name of your signature in the “New messages” and “Replies/forwards” fields. Then click “OK” on the “Signature and Stationary” form and “OK” on the “Outlook Options” form.



- 7) To confirm, click “New Email” and a new, blank email, with your new signature should be displayed.