**Instructions for Setting up Your Email Signature:**

Below is the template for your new email signature and instructions for setting it up to auto-fill in Outlook.  Please note that the signature has been formatted according to Great Hearts brand standards.  **All font types, weights, colors, sizes, as well as the configuration of the signature should not be altered.** An optional confidentiality notice is shown in the example below. It may be paired with any signature, and if used, should be kept in the formatting shown.

\*Setting up a new signature:

1. Within Outlook 7, go to ‘File’.
2. ‘Options’.
3. ‘Mail’ from the side menu.
4. Make sure the setting that says, “Compose message in this format” is set to ‘HTML’.
5. Then go to ‘Signatures’, then ‘New’ (and name the new signature).
6. Then simply cut and paste your signature from below into the signature field.  **Remember to change your personal information – name/phone/fax/email**, but none of the formatting is to be modified.
7. To make this new signature your default signature, select the name of your signature for “New messages” (and for “Replies/forwards” if desired) under “Choose default signature”.

\*If you need assistance, please email [srichards@greatheartsaz.org](mailto:srichards@greatheartsaz.org)

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*NOTICE: This e-mail (and any attachments) may contain PRIVILEGED OR CONFIDENTIAL information and is intended only for the use of the specific individual(s) to whom it is addressed. It may contain information that is privileged and confidential under state and federal law. This information may be used or disclosed only in accordance with law, and you may be subject to penalties under law for improper use or further disclosure of the information in this e-mail and its attachments. If you have received this e-mail in error, please immediately notify the person named above by reply e-mail, and then delete the original e-mail. Thank you.*

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