Email Signatures

An email signature has been created following similar conventions and styles as the business card and other communication materials. It is recommended to use one of the following email signature options below. Using a standard, consistent and clean email signature will present a more professional appearance. Consider your email signature your digital business card and include the appropriate information.

This guide shows a variety of signatures with many optional fields suitable for your specific needs. Items that should be included in your signature are the following: your name, your title, full lab name and a contact (phone, email, or lab website). Some examples below show two lines for phone, this is optional if one number is preferred. If a fax number is required, it can be added below the phone numbers. Email is optional for the simple signature options.

The recommended typefaces to use are Helvetica or Arial. The signature should be set to 12pt type size. Various weights are used in the signature, see below for the appropriate weight that should be applied to each text element.

The two colors used in the email signature are NAL Blue (RGB 0,76,151) and Gray (RGB 99,102,106).

Simple Signature Options

1. Simple Signature (with social media links)

2. Simple Signature (no social media links)

3. Simple Signature (very basic)

Full Signature Options

1. Full Signature (with social media links)

2. Full Signature (no social medial links)

Helpful Sites

Outlook

http://office.microsoft.com/en-us/outlook-help/create-and-add-an-e-mail-message-signature-HA010102351.aspx

Mail (mac) Setting up a signature

http://email.about.com/od/macosxmailtips/qt/et062005.htm

Notes

We strongly encourage using the options available in this guide. We discourage adding quotations or philosophical statements to your email signature. Photographic backgrounds in emails or additional logos or image files in the email signature often make correspondence difficult to read and are not always compatible with other email programs. When these extra image files are included in your signature, they are added as attachments to each email you send.

Formatting the Email Signature

Available for download is a TextEdit document (.rtf file) that contains a variety of signature styles. To ensure a correctly formatted email signature, follow the steps provided below. If assistance is needed, please contact VMS at vismedsr@fnal.gov.

## 1) Opening the Rich Text Format file

Most computers at Fermilab will open an .rtf file using Microsoft Word. If using Word, please be sure to compare your final signature carefully with the email signatures provided in the .rtf file. If Word has introduced additional vertical spacing or any other formatting errors, we suggest deleting the signature and starting the process over, beginning by opening the .rtf file in Word (PC) or TextEdit (Mac).

2) Locate the signature area in your email browser

Using Outlook on a PC, choose File > Options > Mail > Signatures
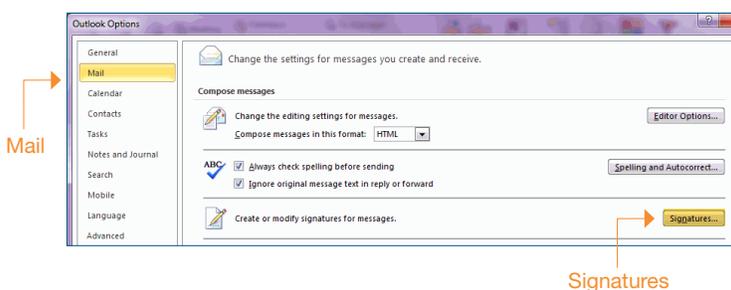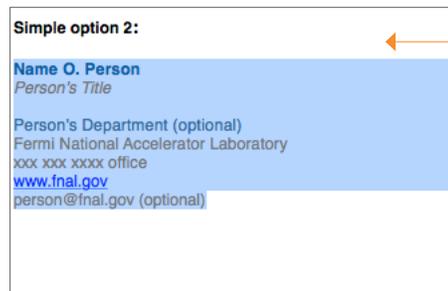

Using Outlook on a Mac, choose Outlook > Preferences > Signatures
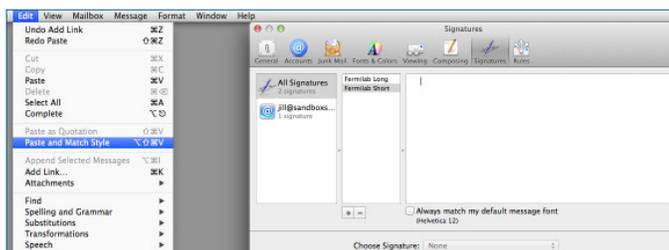
For other mail clients, please consult the Help menu. Additional help links are provided at the end of this guide for Outlook or Mac mail.
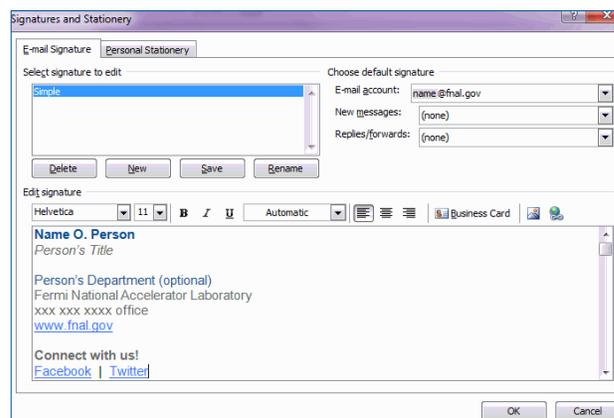
3) Copying the email signature

From the .rtf file, copy the signature style you prefer.

This is an example from the .rtf file. Highlight and copy the signature for pasting.

4) Pasting the email signature

In your email browser, paste the signature copied from the .rtf file. The example below is from Outlook. Your email browser may differ depending on your email program and operating system. Please refer to the helpful links provided in this guide for more information.

After pasting, remember to personalize your information (i.e. your name, department, phone numbers, and email address).

5) Adding links to the email signature

A few of the signature options provided include hyperlinks to the Fermilab website (www.fnal.gov), email address (person@fnal.gov), and social media links (Facebook | Twitter). After pasting in your new email signature and personalizing your information, be sure to check those fields to ensure that hyperlinks are present and that they point to the correct URL or email address. It is encouraged to test the hyperlinks before using the signature.

Using Outlook on a PC, you can add, view and edit hyperlinks by clicking on the icon showing a globe with a chain under it. For other email clients, please consult the Help menu or the help links provided.

Click this icon to view and edit hyperlinks.

Helpful sites for adding links
Microsoft

http://office.microsoft.com/en-us/outlook-help/add-a-return-e-mail-address-link-to-a-message-HA010156274.aspx

http://www.ehow.com/how_5704195_set-up-hyperlink-email-signature.html

Mac mail

http://email.about.com/od/macosxmailtips/qt/et_sig_link.htm