

Menno Place Email Signatures

1. Signature for replies and forwards – Work Internal
2. Signature for new emails - Work External

WORK INTERNAL

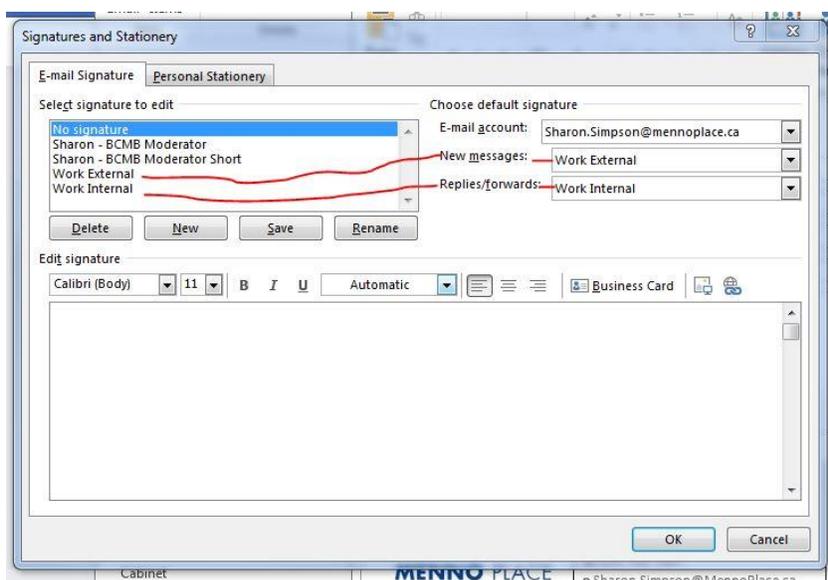
Use this signature as a shorter version when you reply or forward an email.

Cheers, Respectfully,
Your Name
Phone number if you wish

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Steps:

1. Update your name. Add a friendly salutation, such as: Cheers, Respectfully or other of your choice.
2. Open Outlook. Start a New Email. Go to Signatures. Create a new signature. Call it Work - internal
3. Paste the personalized information from above into the Signature.
4. Assign the Work Internal Signature to be your response to Replies and Forwards
5. Watch a video on how to do this here: <https://www.screencast.com/t/TYKoLXx5r>



WORK EXTERNAL



First Name Last Name

Your job title

p 123.123.1234 x.2XXX |

m 123.123.1234

f 123.123.1234

e First.Last@MennoPlace.ca

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Steps:

1. Update the contact information in the center section of this email with your personal information. Delete the mobile phone # or the fax # if you don't have these at work. Don't touch the links as they go to our online sites.
2. Copy the whole table below.
3. Open Outlook. Start a New Email. Go to Signatures. Create a work signature. Paste the personalized information into the Work Signature.
4. Watch a video on how to do this here: <https://www.screencast.com/t/uWIPS2GcFtOF>