Updating Your Email Signature



Introduction

Every day, Abbotsford School District employees send thousands of email messages to colleagues, families, students and community organizations. Email signatures have been designed to reinforce the school district's identity and to deliver brand consistency across sites, schools, departments and offices to our internal and external audiences.

Employees should set up two email signatures within Outlook - a long one for new emails, and a short one for replies/forwards. This helps to save time by including contact information in every email without making email chains too long.

Templates

The below templates are to be used when setting up your email signature in your *@abbyschools.ca* account. Depending on your role, not all fields may be applicable. Font should be set to Calibri size 10, with the land acknowledgement/privacy statement set to size 8.

Do not make any changes or additions to the formatting of the templates provided below. Do not insert any alternate or additional graphics, logos or lockups. Please spell out all words in full, avoiding abbreviations and superscript, except for abbreviated degrees in the credentials section.

Generic Long Email Signature – For New Emails

FirstName LastName / Job Title firstname.lastname@abbyschools.ca / C: 000.000.000

Abbotsford School District 2790 Tims Street, Abbotsford, BC V2T 4M7 T: 000.000.000 ext 0000 / F: 000.000.000 www.abbyschools.ca



Abbotsford School District is located on the traditional and unceded territory of the Semá:th First Nation and Mathxwí First Nation. With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers. This e-mail is privileged, confidential, and subject to copyright. Any unauthorized use or disclosure is prohibited. If you have received this email in error, please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Abbotsford School District. The recipient should check this email and any attachments for the presence of viruses. The organization accepts no liability for any damage caused by any virus transmitted by this email.

Generic Short Email Signature – For Replies/Forward

FirstName LastName / Job Title firstname.lastname@abbyschools.ca / C: 000.000.000

Site OR School Long Email Signature – For New Emails

FirstName LastName / Job Title firstname.lastname@abbyschools.ca / C: 000.000.000

Site OR School Location Site OR School Location Address T: 000.000.000 ext 0000 / F: 000.000.000 www.abbyschools.ca



Abbotsford School District is located on the traditional and unceded territory of the Semá:th First Nation and Mathxwí First Nation. With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers. This e-mail is privileged, confidential, and subject to copyright. Any unauthorized use or disclosure is prohibited. If you have received this email in error, please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Abbotsford School District. The recipient should check this email and any attachments for the presence of viruses. The organization accepts no liability for any damage caused by any virus transmitted by this email.

Adding Your Email Signature to Outlook

- 1. Sign in to Outlook on the web https://login.microsoftonline.com/
- 2. Click on the waffle menu iii in the top left corner and select **Outlook**.
- 3. Go to View -> View Settings

\leftarrow	ightarrow $ m C$ $ m (b)$ https://outloo	ok.office365.com/mail/	
	Outlook	,∕⊂ Search	
	Home View Help		
	🔅 View settings 🖂 Messag	ges ∨ 🔲 Layout ∨ 🗐 Density ∨	G Immersive reader 🕞 Print 😶
0.0	Messages		Your browser supports setting Outloc
8	Choose conversation and mes V Favorites	ssage preview settings. ⊘ Inbox ★	
7	⊡ Inbox 867	From	Subject
*	➢ Sent Items	> 🚯 Kayla Stuckart	S Email Sig +1

4. Select Compose and reply

✓ Search settings Compose and reply Attachments Email signature Edit and choose signatures that will be automatically added to your email message. Create and edit signatures ✓ Mail Sweep Junk email Create and edit signatures ✓ People Junk email Please enter a signature name. ✓ View quick settings Sync email Edit signature name. ✓ Sync email Message handling Edit signature Forwarding Automatic replies Retention policies	Settings	Layout	Compose and reply	×
SyMIME Groups Image: Symptotic conduction of the symptotic conductic conductic conductic conductic conductic conductic conduct	 ✓ Search settings ✓ General ✓ Mail Calendar A^Q People View quick settings 	Compose and reply Attachments Rules Sweep Junk email Customize actions Sync email Message handling Forwarding Automatic replies Retention policies S/MIME Groups	Email signature Edit and choose signatures that will be automatically added to your email message. Create and edit signatures + New signature Please enter a signature name. Edit signature name asdfasdf asdfasdf Include a link to my bookings page in my signature Select default signatures For New Messages: No signature Select default signature Select default signature Select default signature Message format	iscard
			Message format	iscard

- 5. Under Email signature, Select **New Signature** and provide a name for your email signature (ex. *New Emails*).
- 6. Copy and paste the district template provided above and make the necessary changes as it relates to your role within the organization.
- 7. Repeat steps 5 & 6 to set up the district template for replies/forward.
- 8. Click **Save** in the bottom right corner.
- 9. Under **Select default signatures**, assign the appropriate signatures for New Messages and Replies/Forwards. New Messages should have your long email signature. Replies/Forwards should have your short email signature.
- 10. Click **Save** before exiting the setting feature.

Support

If you have questions or concerns regarding the email signature template and branding, please email the Communications Department at <u>info@abbyschools.ca</u>. If you experience issues adding your email signature to Outlook, please contact the Information Technology Centre's (ITC) Help Desk at **604-855-HELP.**