

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](mailto: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

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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

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

Site OR School Long Email Signature – For New Emails

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


Site OR School Location

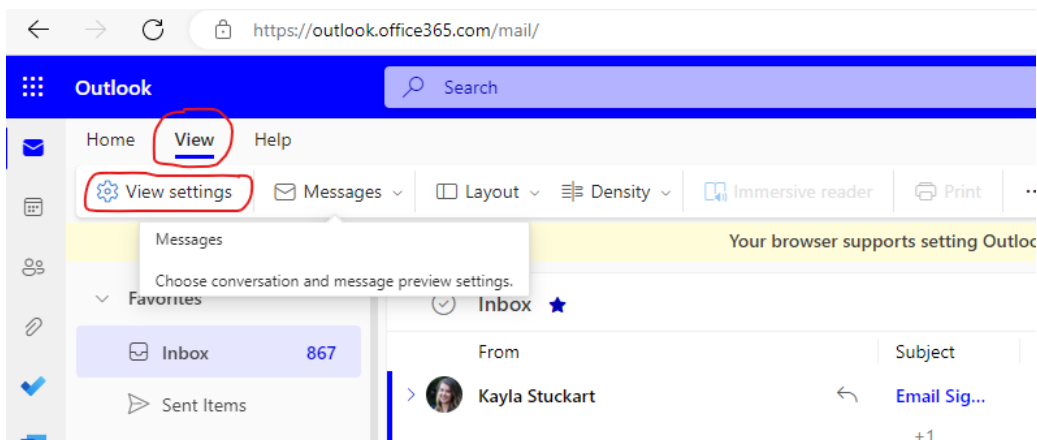
Site OR School Location Address
 T: 000.000.000 ext 0000 / F: 000.000.000
www.abbyschools.ca



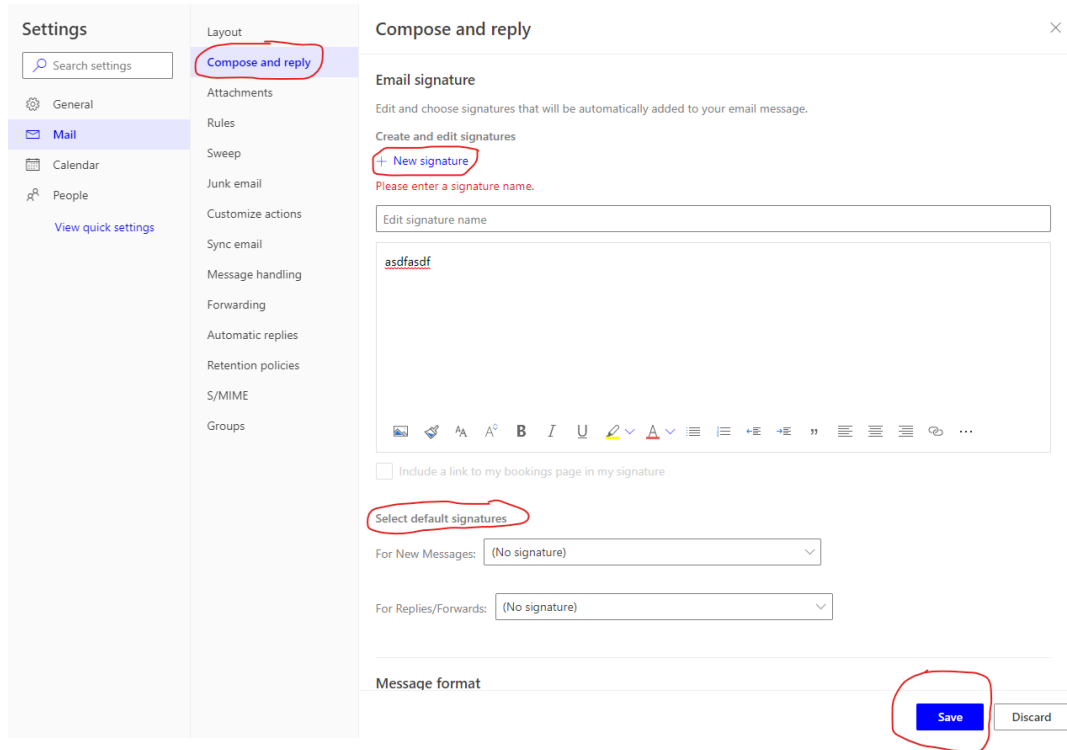
Abbotsford School District is located on the traditional and unceded territory of the Semá:th First Nation and Mathxwí First Nation. With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers. This e-mail is privileged, confidential, 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  in the top left corner and select **Outlook**.
3. Go to **View** -> **View Settings**



4. Select **Compose and reply**



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 info@abbyschools.ca. If you experience issues adding your email signature to Outlook, please contact the Information Technology Centre's (ITC) Help Desk at **604-855-HELP**.