
Fwd: New Saddleback email signature template

2 messages

Jeremiah Chuang <jeremiahc@saddleback.com>
To: Andrew Shiroma <andrew.shiroma@saddleback.com>

Mon, Oct 14, 2024 at 3:40 PM

here is the official email signature template for Saddleback Church staff and interns

Sincerely,



Jeremiah Chuang

----- Forwarded message -----

From: **Karyn Johnson** <karynj@saddleback.com>
Date: Tue, Jul 16, 2024 at 10:21 AM
Subject: New Saddleback email signature template
To: All Staff <allstaff@saddleback.com>

Hi everyone! Happy Google day! As you get started on Google, here is some helpful information from the Communications team related to standardizing our email signatures, especially for external emails. **Please be sure to email Communications@saddleback.com if you have any questions.**

Blessings,
Karyn

One of the things that we would like to take care of from the start as we transition into the Google workspace, is to set our email signatures to reflect Saddleback Church branding and info fields. If you're comfortable with Gmail and know how to set that, feel free to copy and paste the template below & fill in your fields. If you need some guidance to get that done, here are step-by-step instructions on how to update or create a branded email signature:

1. Navigate to gmail.com & sign in (it's likely what you are currently reading this email in)
2. Click on the settings cog (top right of screen)
3. Click on "See all settings" (blue letters at the top of the panel that pops up)
4. In the General tab of Settings, scroll down to "Signature"
5. Click on "Create new" if you don't already have a default signature
6. In the popup, name your new signature, and click "Create"
7. Select your newly created signature and Copy and paste the Saddleback Church Branded email template pasted below into the textbox to the right of the list of signatures.
8. Replace template fields with your personal information:
 - o First Name
 - o Last Name
 - o Position
 - o Phone
9. Once all fields are updated, select the two options below "Signature defaults" according to your needs.
10. Check the box that reads: "Insert signature before quoted text in replies..."
11. Once done, scroll to the bottom of the page, and click "Save Changes"

Here's the branded email signature template:

[Start]



First Last

Position | Phone | Saddleback Church

[End]

Note: you can copy and paste all the elements above as one piece.

Jeremiah Chuang <jeremiahc@saddleback.com>
To: Andrew Shiroma <andrew.shiroma@saddleback.com>

Mon, Oct 14, 2024 at 3:41 PM

Andrew,

please save the email with the email signature instructions as a file that can be put into the Google Drive folder of Intern documents

Sincerely,



Jeremiah Chuang

[Quoted text hidden]