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**CJC Email Signature Guide for iCON users**

1. Log onto [**iCON**](https://icon.moe.edu.sg/saas/usercenter/index.do) and select ‘Mail’ on the left hand side.
2. Click on the MacBook Air:Users:Kenji:Desktop:Gears.png button at the top-right hand corner. Next, click on ‘**Settings’**.
3. Scroll down to **Signature.**Uncheck ‘No signature’ by clicking on the radio button below.
4. To insert the **CJC Crest**, click on the MacBook Air:Users:Kenji:Desktop:Picture.png button. Copy and paste the following URL into the field:

**http://www.cjc.edu.sg/qql/slot/u495/Signature/crest.png**

Click ‘Select’ to use the image. Click on the image that appears, then click ‘**Small’**.

1. Leave a one-line break by pressing Enter after the image. Enter your details in the format below. You may wish to copy and paste the ‘template’ below and modify the relevant details.

**Your Full NAME**1| Teacher (Subject) 2

**Catholic Junior College**

129 Whitley Road, Singapore 297822

T +65 6252 4083/4 | F +65 6253 7267  
E youraddress@moe.edu.sg

[www.cjc.edu.sg](http://www.cjc.edu.sg/" \t "_blank)

1 In your preferred sequence. Last name in UPPERCASE, if applicable [e.g. Marc LIM, LIM Kenji Marc]. You may include a salutation in brackets after your name [e.g. Amanda ONG (Ms)].

2 For appointment holders, you should list only your appointment [e.g. Subject Head (Student Development), Senior Teacher (Geography), Head of Department (Humanities)].

1. Set the text in ‘**Sans Serif**’ font, **normal** size and **black** as the text colour. Your name and Catholic Junior College should be set in **bold**.
2. Check **‘Insert this signature before quoted text in replies…’**
3. Click **Save Changes** at the bottom of the screen.

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1. A few samples are provided below for your reference. Feel free to clarify your doubts with the Corporate Communications team. You may reach Marc at [lim\_ken\_ji\_marc@moe.edu.sg](mailto:lim_ken_ji_marc@moe.edu.sg) or approach Isaac ([neo\_teng\_sing@moe.gov.sg](mailto:neo_teng_sing@moe.gov.sg)) and Allan ([allan\_gan@moe.gov.sg](mailto:allan_gan@moe.gov.sg)).



**Marc Kenji LIM** | Subject Head (Corporate Communications)

**Catholic Junior College**

129 Whitley Road, Singapore 297822

T +65 6252 4083/4 | F +65 6253 7267

E lim\_ken\_ji\_marc@moe.edu.sg

www.cjc.edu.sg



**Pauline CHUA** | Head of Department (English)

**Catholic Junior College**

129 Whitley Road, Singapore 297822

T +65 6252 4083/4 | F +65 6253 7267

E chua\_sook\_lan\_pauline@moe.edu.sg

www.cjc.edu.sg



**Nadia Arianna Ramli** | Teacher (General Paper / Literature)

**Catholic Junior College**

129 Whitley Road, Singapore 297822

T +65 6252 4083/4 | F +65 6253 7267

E nadia\_arianna\_ramli@moe.edu.sg

www.cjc.edu.sg

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