IT203

Signifi Email Signature setup

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Document Control

The electronic version of this document is recognized as the only valid version.

Approval History

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| --- | --- | --- |
| APPROVER(S) | TITLE/DEPARTMENT | APPROVED DATE |
| Britt Swan | VP Customer Success | 2022-05-25 |
| Shamira Jaffer | CEO | 2020-06-17 |
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Document Sensitivity Level

Confidential

1. Signifi Solutions Inc. email signature setup instructions

This document aims to assist employees to setup their email signatures to ensure a consistent brand throughout the organization. Please follow the instructions on the next page to ensure that your signature is correctly applied. No other versions of email signatures are permitted from June 1, 2022.

1. Example

THIS IS AN EXAMPLE TO ALLOW YOU TO COMPARE YOUR FORMATTING BEFORE YOU COPY THE TABLE (please personalize on the next page)

|  |  |
| --- | --- |
| Logo, company name  Description automatically generated | **Shamira Jaffer**  CEO  **CA**, US, FR, UK, DE, SE    **e.** [sjaffer@signifi.com](mailto:sjaffer@signifi.com) **m.** +1-416-618-3454  **t.** 1 (877) 744 6434 **w.** [signifi.com](https://signifi.com/) |

1. Your signature

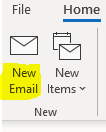
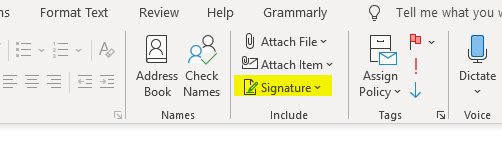
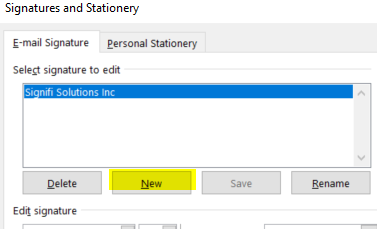
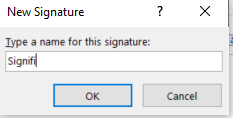
Update the following table with your own official details:

|  |  |
| --- | --- |
| Logo, company name  Description automatically generated | **Shamira Jaffer**  CEO  **CA**, US, FR, UK, DE, SE    **e.** [sjaffer@signifi.com](mailto:sjaffer@signifi.com) **m.** +1-416-618-3454  **t.** 1 (877) 744 6434  **w.** [signifi.com](https://signifi.com/) |

**Follow these step-by-step guidelines for the perfect outcome:**

1. The Signifi logo and the four-accreditation logos remain unchanged (as one image).
2. Your **full name** must be bold
3. Update your **designation** as per the Outlook’s contact card (hover over your name in a new email, and the card pops up), or as approved by your manager.
4. To update the **country** from where you operate, please use ‘format painter ’ to change the color to red. The other countries will remain grey.
5. Update your **email and mobile number**. Office. The toll-free number and website (along with the link - https://www.signifi.com/) remain the same.
6. Add **social media links** for each icon as follows:

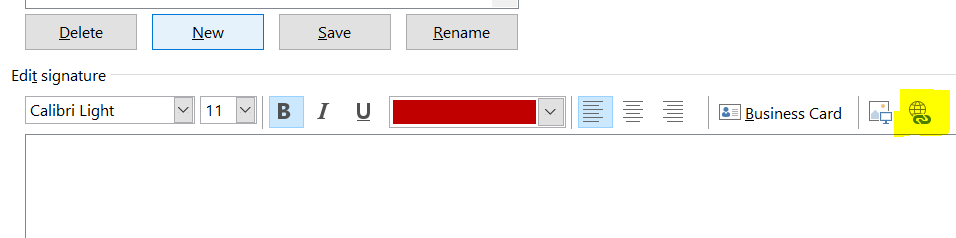
* LinkedIn <https://www.linkedin.com/company/signifi-solutions-inc./mycompany>
* Facebook <https://www.facebook.com/signifisolutionsinc/>
* Twitter <https://twitter.com/teamsignifi>
* Instagram <https://www.instagram.com/signifi_solutions_inc/>
* YouTube <https://www.youtube.com/channel/UCvSLfWspOiw7TE9Y-1AcDPg/featured>

1. Once the above is updated, copy the entire table, and Open Outlook to complete the remaining actions
2. Select **New Email**  
   
3. Select **Signature** at the top navigation panel:  
   
4. Then select **New:**  
   
5. Type in a **Name** for your signature:  
   
6. Finally, **paste** your personal signature, and **‘Save’.**
7. Select where you want to display your signature: **New Messages** and/or **Replies/Forwards**. You may select both, but **New messages** option is advised.

Graphical user interface, text, application, email

Description automatically generated

1. Please **note** the following:

* Please ensure that all your changes are completed in this word document before you try to move your information over to Outlook
* Ensure the size ratios, position and spaces have not changed.
* Windows has the ability to change fonts where they don’t need to. Once you’ve updated your details, select the entire signature, and change the font to **Calibri**
* Ensure the links for the social media links are intact. If they’re broken, you can set them again from the Signature box itself from here: 
* **TEST** the signature by applying it in a new email.

Additionally, you can ask IT to assist [it@signifi.com](mailto:it@signifi.com).

Approval/ Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| VERSION | DATE | SUMMARY OF CHANGE | CHANGED BY |
| 1.01 | 2020-06-17 | First Document | Shamira Jaffer |
| 1.02 | 2020-06-22 | Small updates | Shamira Jaffer |
| 1.03 | 2022-05-06 | Revision, ADA compliant & standardization | Jamie McDowell |