**Sent:** Tuesday, September 08, 2009 1:49 PM  
**To:** Don J. Favero; Maggie Jolitz; Jim Nelson; Randell Horn; Janel Lamb; Pat Baggette; Keith Polsinelli; Mike Dullea; Doug Kinney; Matt Watson; Karen Kuzanek  
**Cc:** Sean W. Stapleton  
**Subject:** Email Signature Standard

Ladies and Gentlemen,

Please see to it that your team formats their signatures identical to the one on the bottom of this email. No addition of quotes, graphics or text of any sort are permitted. Additional contact phone numbers can be added BELOW the main contact number for VinSolutions. This is the only edit permitted. If there is no official title, then the department name may be substituted, i.e. "Support" in place of your title. Please get with Ben if you have any issue implementing the signature.

To update your Outlook Email Settings, from Outlook menu, go to Tools, Options, Mail Format, Signatures.

To update your Salesforce Email settings click on your name in the upper right corner, then click on setup, Personal Setup, My Email Settings.  Be sure to uncheck the automatic bcc on emails you send from Salesforce.

Thank you.

code to input into your Salesforce email settings

<img src="https://na5.salesforce.com/servlet/servlet.ImageServer?id=015700000019dsP&oid=00D700000008zHZ&lastMod=1284137643000">

**Joe Employee**

**Job Title or Department here**

**VinSolutions**

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