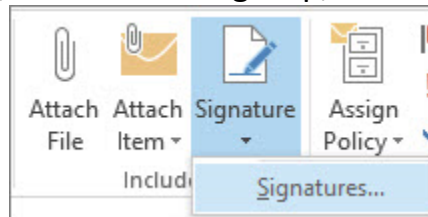


### Instructions for standard SR logo email signature:

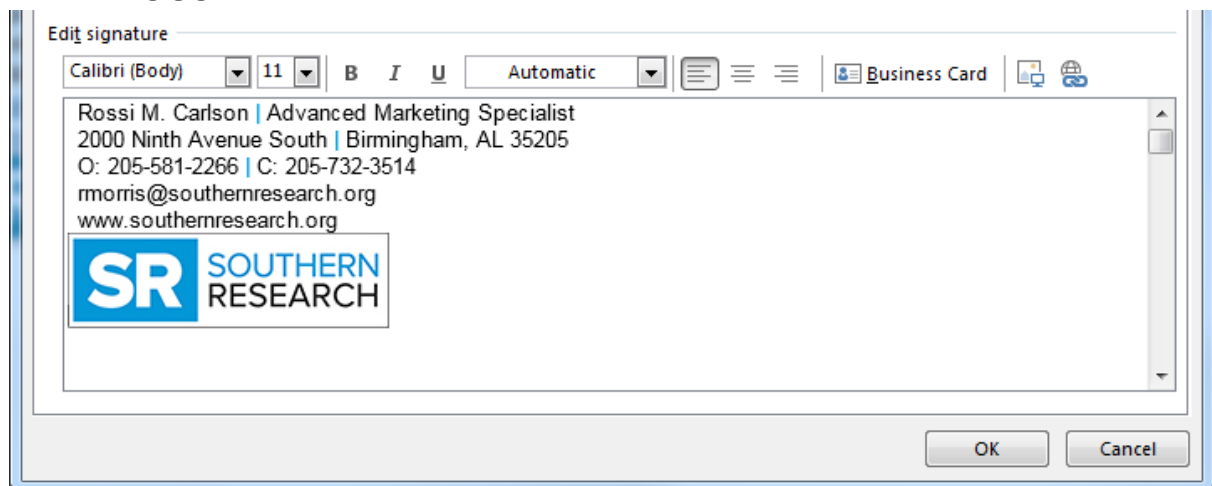
Please note: You are not required to include the SR logo in your email signature. These are only guidelines for when you want to use the logo.

To edit your signature follow the instructions below:

1. Create a new email message.
2. On the Message tab, in the Include group, choose Signature > Signatures.



3. Under Edit signature, copy one of the 5 standardized signature options- including the logo- and paste it directly into the edit signature box. Then replace the information with your own contact information. DO NOT RESIZE THE LOGO



#### **Arial font:**

##### Option 1

First and Last Name | Job Title  
Street Address for your SR location | City, State, Zip code  
O: 555-555-5555 | C: 555-555-5555  
Yourname@southernresearch.org  
[www.southernresearch.org](http://www.southernresearch.org)



Option 2

First and Last Name

Job Title

Your Southern Research location street

City, State, Zip Code

O: 555-555-5555

C: 555-555-5555

yourname@southernresearch.org

[www.southernresearch.org](http://www.southernresearch.org)



**Calibri font:**

Option 1

First and Last Name | Job Title

Street Address for your SR location | City, State, Zip code

O: 555-555-5555 | C: 555-555-5555

Yourname@southernresearch.org

[www.southernresearch.org](http://www.southernresearch.org)



Option 2

First and Last Name

Job Title

Your Southern Research location street

City, State, Zip Code

O: 555-555-5555

C: 555-555-5555

yourname@southernresearch.org

[www.southernresearch.org](http://www.southernresearch.org)



**Tahoma font:**

Option 1

First and Last Name | Job Title  
Street Address for your SR location | City, State, Zip code  
O: 555-555-5555 | C: 555-555-5555  
Yourname@southernresearch.org  
[www.southernresearch.org](http://www.southernresearch.org)



Option 2

First and Last Name  
Job Title  
Your Southern Research location street  
City, State, Zip Code  
O: 555-555-5555  
C: 555-555-5555  
yourname@southernresearch.org  
[www.southernresearch.org](http://www.southernresearch.org)

