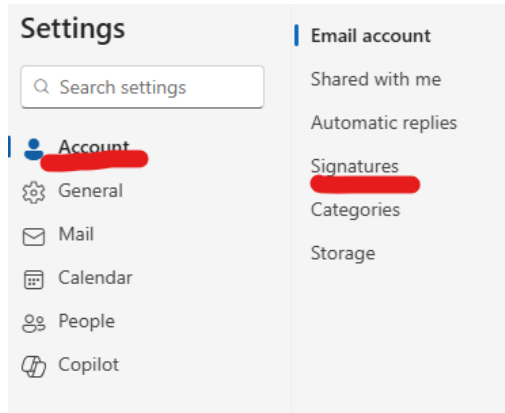


How To: Set Up Email Signature

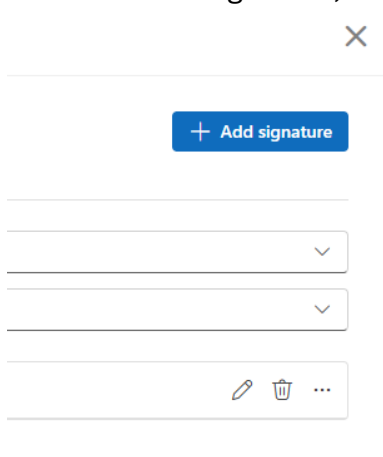
- Open Outlook
- Click on the cog in upper right



- Click on Account and then Signatures



- Click on “Add Signature,” enter your information and save



Email Signature Guidelines

- Email signatures should be professional and easy to read. They represent the company and help recipients quickly identify the sender and their role.
- Use standard fonts and colors only (no flashy designs or excessive formatting).
- Do not include emojis or unrelated images.
- Do not promote personal businesses, side ventures, or outside services.
- Ensure all information is accurate and current.

Example of Acceptable Signature

Regards,

Robert Plant
Honda Fixed Ops Director



706.228.7000 Direct
706.228.7000 Fax
4022 Washington Rd.
Augusta, GA 30907
rplant@gjauto.com
www.GeraldJonesHonda.com

Confidentiality Notice: *This email may contain confidential information. If you received it in error, please notify the sender and delete it.*

Assistance Needed?

- Reach out to HR if you have issues or need assistance.