

Employee E-Mail Template

Employee Name

Title

Gordon State College

419 College Drive, Barnesville, GA 30204

(678) 359-XXXX, www.gordonstate.edu

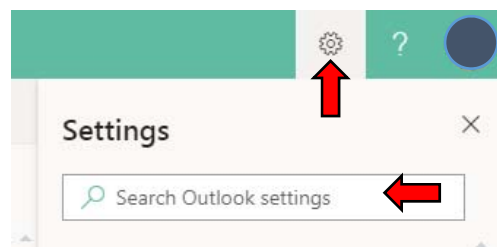
Highlanders Forward!



Confidentiality notice: this email message, including any attachments, is for the sole use of the intended recipient(s) and may contain information that is confidential, privileged, or otherwise protected by law. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

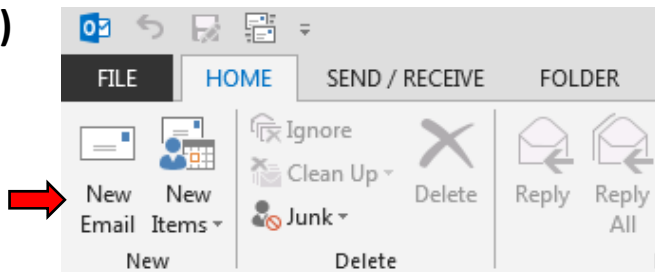
Updating your Signature on Web Outlook

On Outlook Web, the easiest way is to click on the Settings icon and then type 'signature' in the search box. The first option that appears should be 'Email Signature'. Then copy the template above and paste it into your signature.

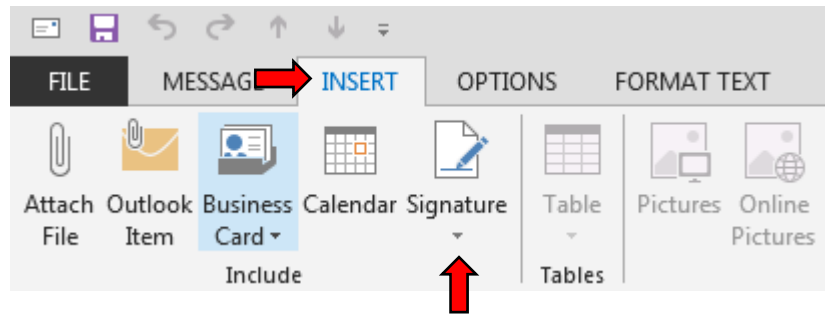


Updating your Signature in Outlook (Desktop)

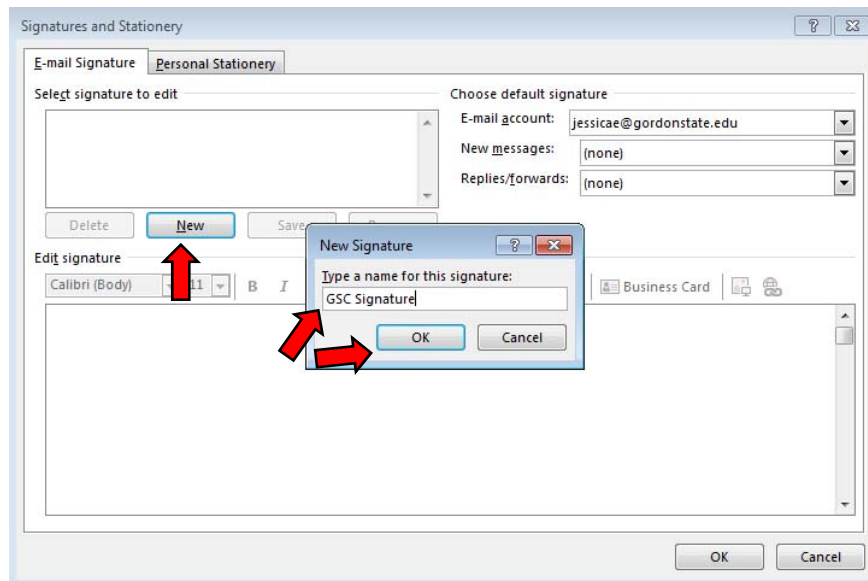
1. Open Outlook on your desktop, and create a new e-mail message.



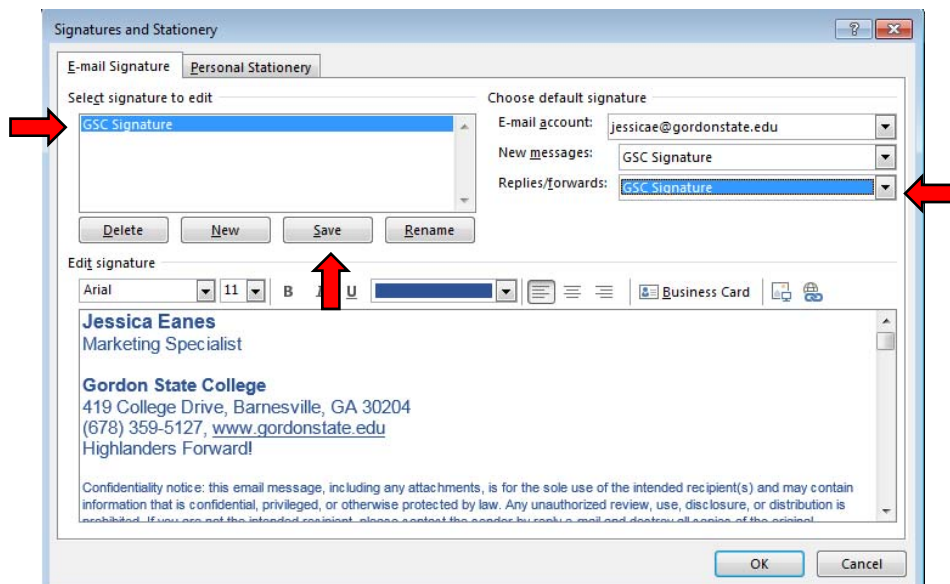
2. Inside your new e-mail, select the “Insert: tab at the top of the window. Then click the small arrow under “Signature”, and choose the “Signatures...” option from the drop down menu.



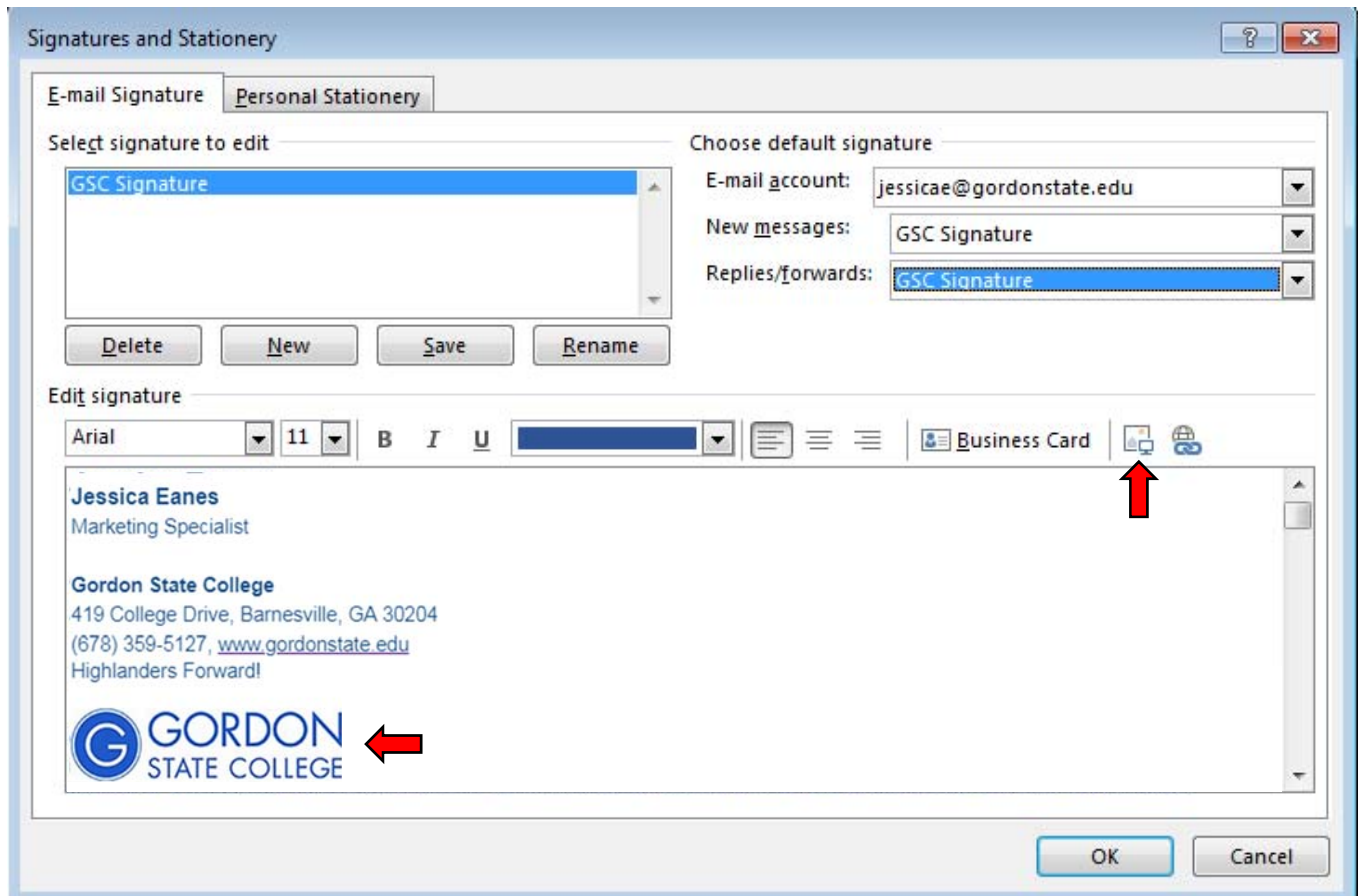
3. In the signature dialog window, select “New, and give the signature a name. Click “OK”.



4. Using the template at the beginning of this document, copy and paste the entire information into the “Signatures and Stationery” dialog window in Outlook. Update the fields with your information and click “Save”.



5. To add the Gordon State Logo, add another line after “Highlanders Forward”. Click the image icon located after the “Business Card” icon. Insert the logo image in the low-resolution logos section titled “Gordon Horizontal Logo – Blue”. This image is available for download on the Gordon State College Graphics, Branding, & Logos webpage. Press enter to add another blank line under the logo.



6. Set your default signature for new e-mails and replies. Click “OK”, to save and close the dialog box. Any email you draft should now contain the approved Gordon State College e-mail signature. If you have trouble setting the signature, send an email to helpstar@gordonstate.edu