

## Professional E-mail Signatures


Email signatures are very important parts of **professional** communication. They are almost like a **virtual business card** that provide clear information about you and your organization. With a well thought out signature, anyone who receives an email from you will be able to know:

- **Who you are**
- **What your position and program is**
- **What organization you serve with**
- **How to contact you in the future**
- **Other important information such as web pages and links**

Below I have included templates for RISE Members to use when creating their own signatures. I have also included instructions for changing signatures at the end.

In your email signatures, it is important to follow the example of your own organization to keep a consistent look. For instance I have included signatures from IC Compassion, EMBARC, and Catholic Charities. You should copy and paste their signatures and change the information to fit your name, position, and email.

1. **Go into your email account and edit your signature (more instructions below)**
2. **Copy and paste your supervisor's signature line**
3. **Change the information to fit you**
  - **RefugeeRISE AmeriCorps Member**
  - **Position (Healthcare Education Coordinator, Workforce Development Coordinator)**

IC Compassion	EMBARC	Catholic Charities
<p>Teresa Stecker Executive Director 319.330.9883 <a href="http://www.iccompassion.org">www.iccompassion.org</a></p> 	<p><b>Meghan Smith</b> <i>RefugeeRISE AmeriCorps Program Director</i> 515.286.2267   <a href="mailto:meghan@embarciowa.org">meghan@embarciowa.org</a></p> <p>EMBARC   Ethnic Minorities of Burma Advocacy and Resource Center 2309 Euclid Avenue   Des Moines, IA 50310 <a href="http://embarciowa.org">embarciowa.org</a>   <a href="#">facebook</a>   <a href="http://RefugeeRISE.weebly.com">RefugeeRISE.weebly.com</a></p>	<p><b>Mary Ready</b> <b>Refugee Resettlement Supervisor</b> Catholic Charities   Archdiocese of Dubuque 2101 Kimball Ave. Ste 138 Waterloo, IA 50702 Phone: (319) 651-1650 Office: (319) 272-2141 <a href="http://www.CatholicCharitiesDubuque.org">www.CatholicCharitiesDubuque.org</a> <a href="https://www.facebook.com/CatholicCharitiesDubuque">www.facebook.com/CatholicCharitiesDubuque</a></p>

### EXAMPLE FOR EMBARC MEMBERS:

**First Name Last Name**

*RefugeeRISE AmeriCorps Member*

*Position (Healthcare Education Coordinator/ Workforce Development Coordinator)*

Office 515-286- ---- | [name@embarciowa.org](mailto:name@embarciowa.org)

EMBARC | Ethnic Minorities of Burma Advocacy and Resource Center

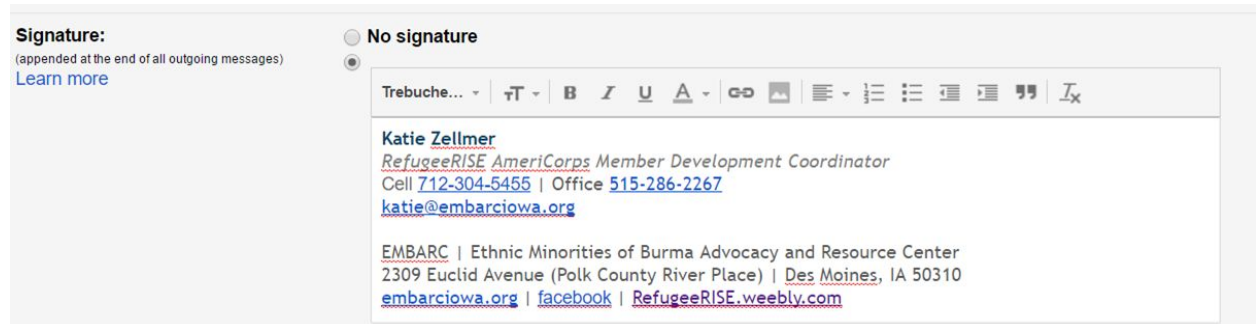
Site Address | City, IA 50310

[embarciowa.org](http://embarciowa.org) | [facebook](#) | [RefugeeRISE.Weebly.com](http://RefugeeRISE.Weebly.com)

## How to add a signature to your email account:

### G-mail - [more information](#)

- Log into your account
- Click the cog wheel in the top right
- Select “Settings”
- At the bottom is a section for “signature”



- Add your signatures
- Click “save changes” at the bottom

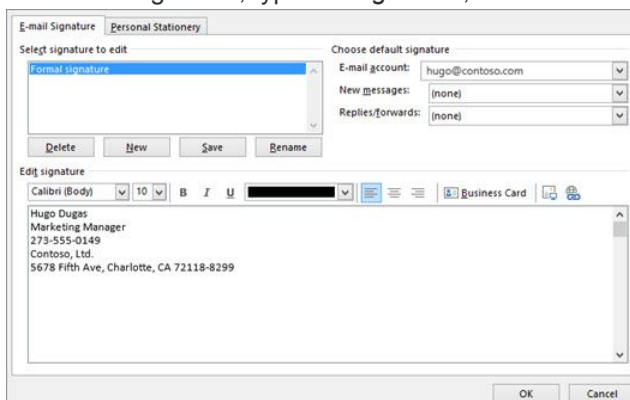
### Outlook: [More info](#)

If you want to see how it's done, [go directly to the video below](#).

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



3. Under Select signature to edit, choose New, and in the New Signature dialog box, type a *name* for the signature.
5. Under Choose default signature, set the following options for your signature:
  - In the E-mail account list, choose an email account to associate with the signature. You can have different signatures for each email account.
  - In the New messages list, choose the signature that you want to be added automatically to all new email messages. If you don't want to auto sign your new email messages, accept the default option of (none).
  - In the Replies/forwards list, choose the signature that you want to be added automatically (auto sign) when you reply to or forward messages. Otherwise, accept the default option of (none).
6. Under Edit signature, type the *signature*, and then choose OK.



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