上 海 耀 中 國 際 學 校
YEW CHUNG INTERNATIONAL SCHOOL OF SHANGHAI

YCIS

Official YCIS Email Signature Instructions

YCIS is delighted to announce that staff will begin using a standardised email signature. Below please find important information about the significance of using a standard signature, as well as detailed instructions about how to set up your own signature.

Why use a standardised signature?

A standardised, company-wide email signature:

- Improves the overall effectiveness of email communication by ensuring all necessary contact information is included;
- Promotes the organisation's brand and provides a clear visual identity;
- Presents a professional image.

When to use the email signature?

The corporate email address should be used as a default (instructions below) in all emails.

How to set up your email signature:

Step 1: You should receive a template from your campus office administrator or department head. If it is complete with your information, skip to Step 3.

Please copy and paste the template into a blank email and edit the highlighted sections to reflect your personal information, *without* altering text size, color, font, etc. Then remove the yellow and blue highlights once your correct information is complete.

Example:

Best regards, (or your preferred salutation)
Your name here (you may change this font for your name if you wish)
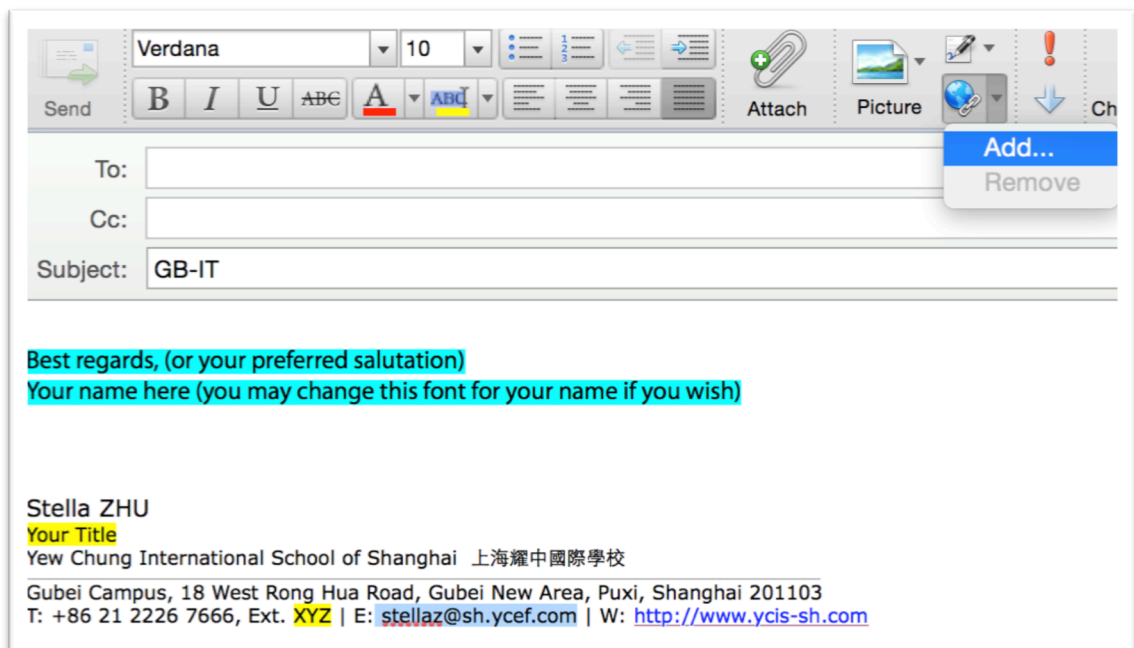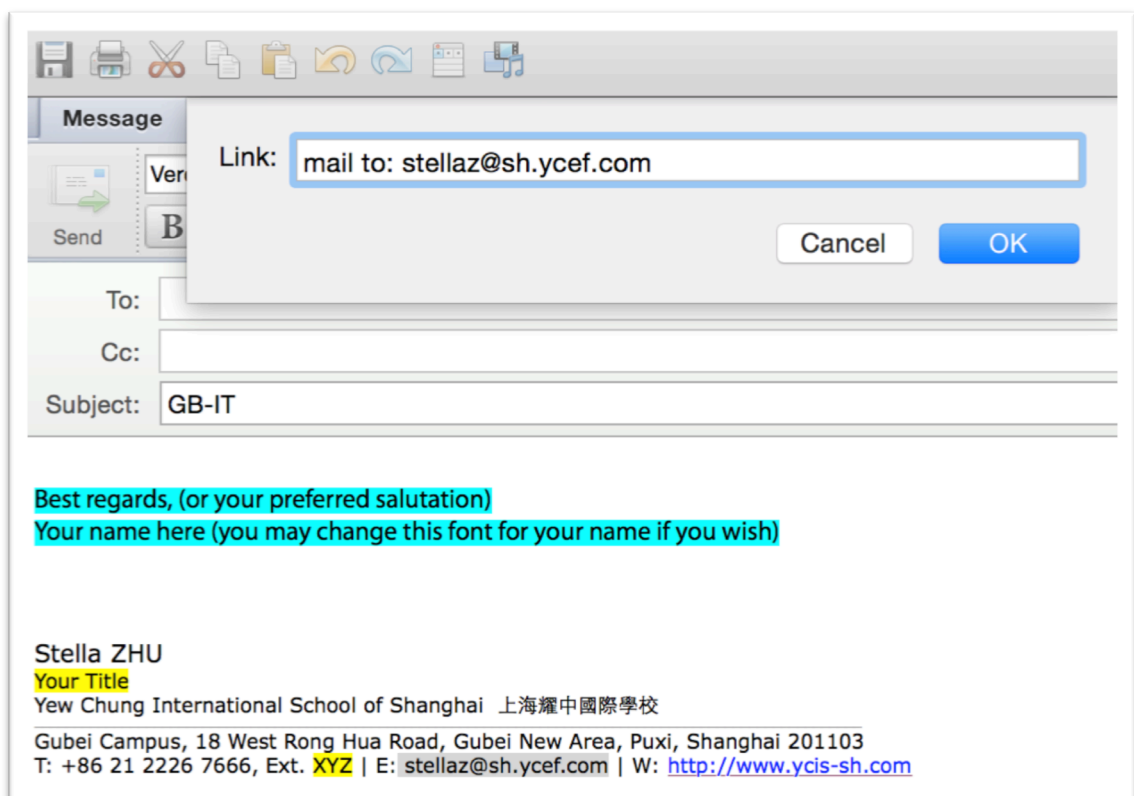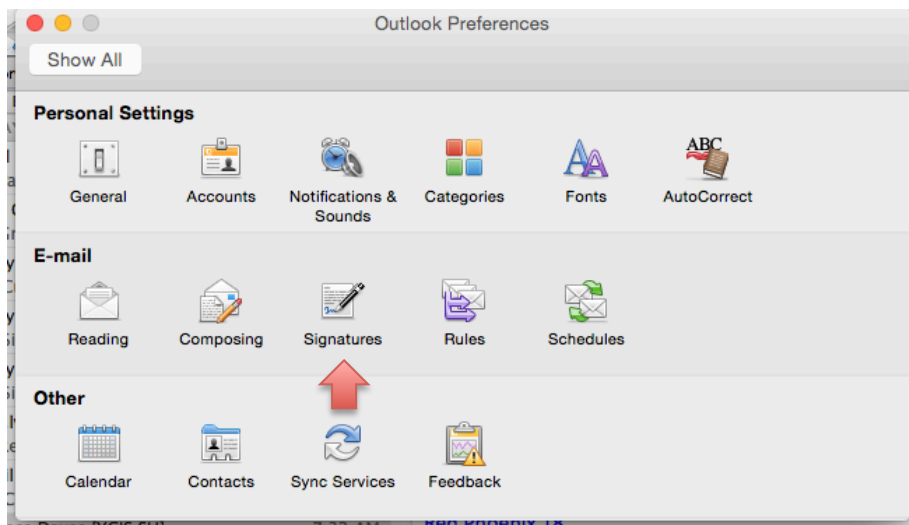

Your Name
Your Title
Yew Chung International School of Shanghai   上海耀中國際學校

Regency Park Campus, 1817 Hua Mu Road, Pudong, Shanghai 200127
T: +86 21 2226 7666, Ext. XYZ | E: name@sh.ycef.com | W: http://www.ycis-sh.com

YCIS Committed to
Global Education

Please consider the environment before printing this e-mail 保護環境 減少列印
This email message and any attached files are for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorised review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please kindly contact the sender by reply e-mail and destroy all copies of the original message. Thank you

Step 2: Ensure that your email address is hyperlinked correctly.

Step 3: Open Outlook. In the menu up top, click **Outlook** and then **Preferences** from the drop down menu. Once Preferences are open, double click **Signatures**

Step 4: Click Add

A new signature will appear under Signature name with the name **Untitled**. Double-click Untitled, and then type a name for the signature (*this name does not appear in the signature in your messages; it is only for your reference*).

Step 5: In the right panel, Copy and Paste your personalised signature in the window. Make sure that all fonts and sizing still match the original template once pasted.

Step 6: Click the box **Default Signatures.**

Select your email account and choose the name of your newly created signature as the default option.

Step 7: Test your new signature, checking all links and format.

If the format is different in any way from the original template, or if you have any problems installing your new email signature, please contact your relevant campus IT staff. Thank you!