

EMAIL SIGNATURE

An email signature is one of the easiest and most visible ways to communicate our identity to our community. Having a consistent email signature highlights our professionalism.

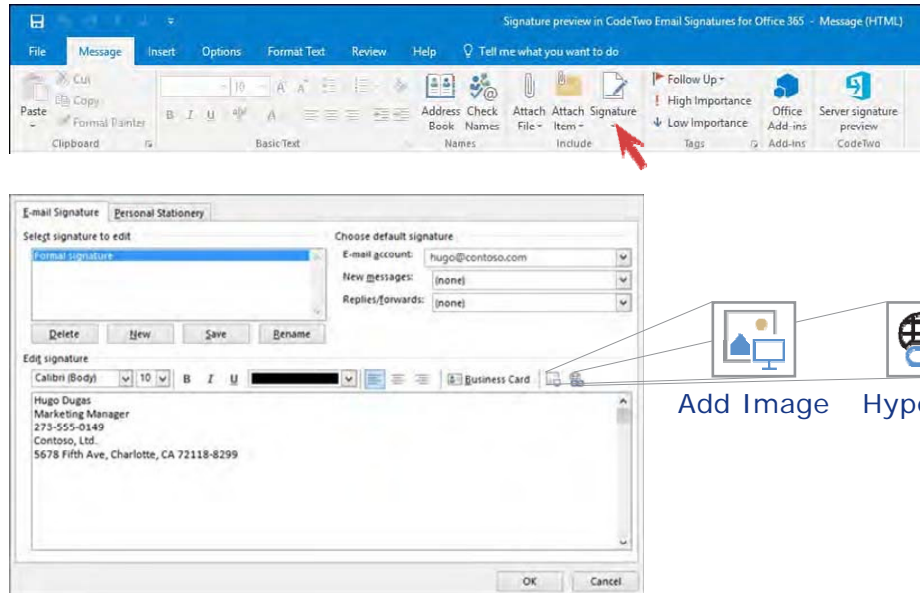
Here's how to update your signature:

1. Open a new email message.
Select **Signature > Signatures** from the **Message** menu.
2. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a name for the signature.
3. Under **Edit signature**, compose your signature.
4. Under **Choose default signature**, add the email you want the signature to associate with and on **new message** choose the name you gave the signature.

How to insert the logo and social media icons:

While editing the signature you can add images with the **add image icon** and right next to it is the **hyperlink icon** where you can highlight the image to add a hyperlink to each social media icon.

How to update your signature



Email Signature

Name
Title
Program Name (if applicable)
Selfhelp Community Services
Office Address
City, NY Zip Code
212-XXX-XXXX (office) email
@selfhelp.net
Selfhelp
www.selfhelp.net



- Email signatures can never be changed from the default style to reflect a personal preference.
- *Email signature font sizes should be 10pt.*
- Disclaimer font size should be 8pt.
- The Selfhelp Realty Group and SCS Foundation should feature their applicable logos.

NOTICE: The information contained in this e-mail message and any attachments is confidential and may be legally privileged. This message is intended only for the individual(s) named herein or other contacts of Selfhelp Community Services Inc. specifically authorized to receive this communication. If you are not the intended recipient please notify the sender and delete the message immediately. Please do not read, store, copy or otherwise disseminate or distribute this e-mail or any part of it. Additionally, while this message and any attachments are believed to be free from any viruses or other defects that may affect the recipient's systems, it is the responsibility of the recipient to scan for viruses before opening the e-mail. Selfhelp Community Services Inc. bears no responsibility for any loss or damage, arising in any way by receipt or use of the e-mail or any attachments.