

LIONS CLUBS OFFICE 365

Creating an Email Signature

Purpose

A signature is the perfect opportunity to brand every message you send. It establishes and reinforces who you are as a Lions Club. By creating a cohesive email signature for your Club, you create brand recognition in every person/organisation to whom your Club send emails.

Style

Lions Clubs International has a recommended/preferred email signature included in our brand guidelines. If you choose to go with something a little different, remember the following tips to include:


1. Your Role or Name
2. Your Club Name
3. Our Organisation
4. Your Club Contact Details

5. Your Clubs Website
6. Our Hashtag
7. Your Social Media Channels



Secretary

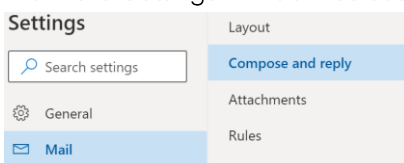
Lions Club of XXXXX
Lions Clubs International
Your Club Phone // Your Club Email

www.yourclubswebsite.org.au
#KindnessMatters
facebook // youtube // twitter

We recommend you create your email signature in word. This will allow you to link your website or social media accounts by highlighting the address i.e. Facebook select  and paste the web address. Also you may wish to add a Lions Logo too.

How to

1. **Select** the cog  in the top right-hand side of the toolbar and then a side bar will open on the right
2. **Click** on “View all Outlook Settings”  this will appear at the bottom of the right-side bar. You may need to scroll.
3. From the Settings Window select **Mail** and then **Compose & Reply**



4. **Paste** your signature and **select** Save  at the bottom of the screen.

