Email Signature

4/8/11

Your signature on your emails should conform to the following standards. Use 10 or 12 point type in your choice of Aerial, Times New Roman, Verdana, Tahoma, or Garamond typefaces. You may do it in black or dark blue. List your information as follows:

1. Your name
2. Your title
3. Centratel
4. Telephone numbers
5. Fax numbers
6. Website address

Example:

Jim Jones
Telephone Service Representative
Centratel
Tel: 541-385-2616 or 888-482-4393
Fax: 541-388-2351 or 800-330-7303
www.centratel.com

To create your email signature in Outlook:
1. Open Microsoft Outlook
2. Click on "Tools"
3. Click on "Options"
4. Click on the "Mail Format" tab
5. Click the "Signatures" button
6. To create a new signature click "New" or to edit an existing signature click "Edit"
7. Enter the information as listed above
8. Click "OK"
9. Click "OK"
10. Click "Apply"