

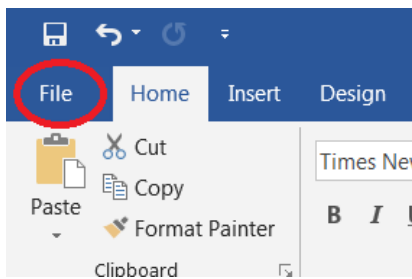
### Introduction

This document explains how to use the company email signature on all email correspondence.

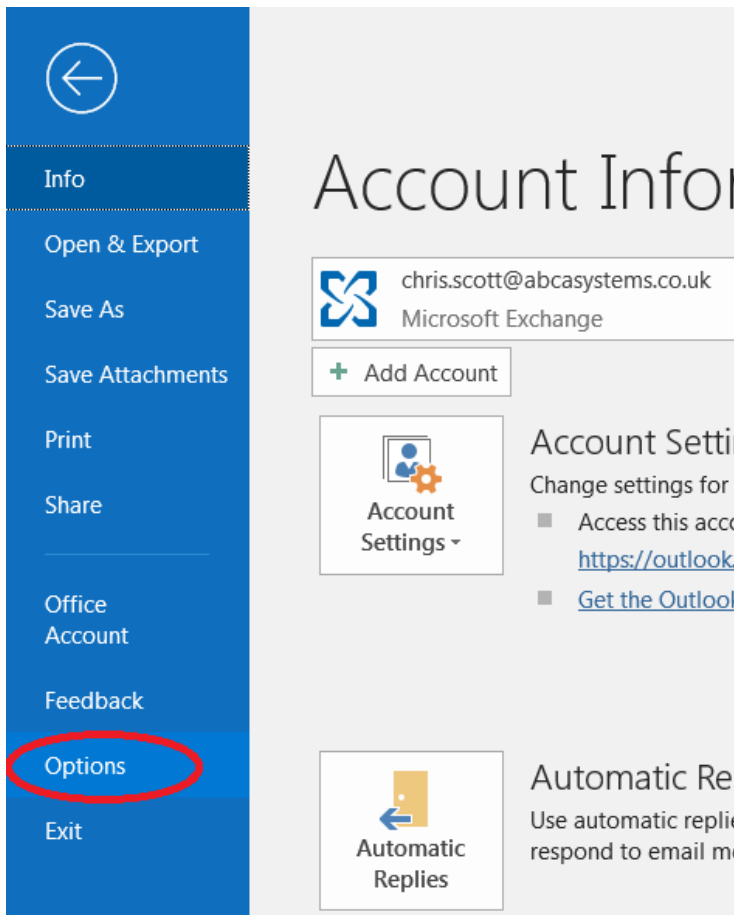
All staff should use the correct email signature below, and you should amend the text highlighted as demonstrated later in this document.

### How to create your email signature in Outlook

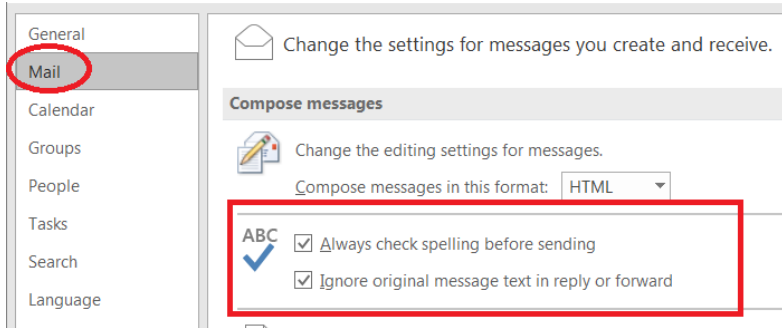
In Outlook click on **File**



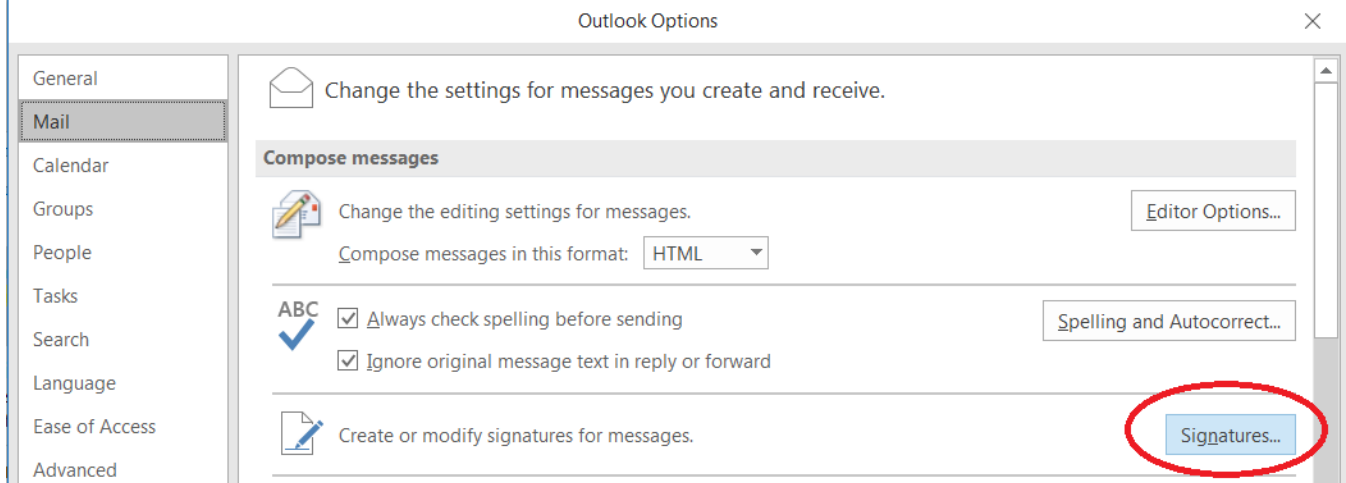
Then click on **Options**



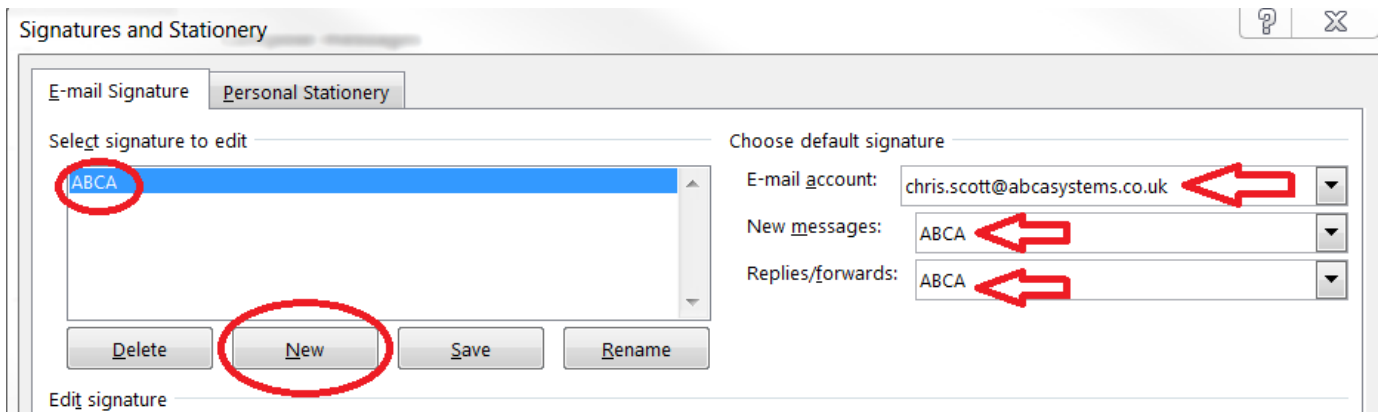
After clicking on Options, the Outlook Options window will display, and will default to the General tab. Click **Mail** and ensure the options are ticked so that a spelling check is carried out on all new emails, but previous emails in a chain are ignored.



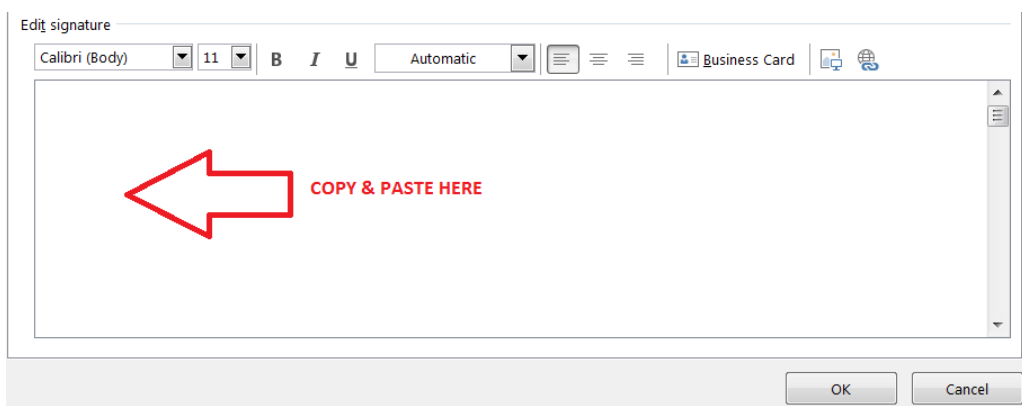
Then click on **Signatures** within the Mail options



You may already have an existing signature. In this example, the existing signature is called ABCA. When highlighted blue, you can amend any existing signature. If you don't have an existing signature, click on New to start creating one and name it ABCA. Apply the signature (in the example it is ABCA) to New messages and Replies/forwards, and check that the email account selected is your email address (or your shared email address).



Copy and paste the email signature template below into the signature field, and amend the template



**Email signature**

The text format in the template below should be able to be copied and pasted into your signature field via the instructions below. If the text format changes, please use *Calibri* size 11, making sure that any the symbols ☎ ☒ ☑ don't change format. When creating your email address in Outlook, it should default to the colour in the template below.

Please copy and paste everything between the two dashed lines below, and then amend the yellow text as per the instructions which follow in this document.

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\_\_\_\_\_

Firstname Surname

☎ 0333 121 0999 ext. xxx

☎ xxxxx xxx xxx

☒ [firstname.surname@abcasystems.co.uk](mailto:firstname.surname@abcasystems.co.uk)



**ABC A Systems Ltd**

Unit 24 Mylord Crescent, Camperdown Ind Estate, Killingworth, Tyne & Wear, NE12 5UJ

Website: [abcasystems.co.uk](http://abcasystems.co.uk) | Facebook: [@ABCASystems](https://www.facebook.com/ABCASystems) | LinkedIn: [@ABCASystems](https://www.linkedin.com/company/ABCASystems)

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ABCA Systems have taken every reasonable precaution to ensure that any attachment to this email has been swept for viruses. However, we cannot accept liability for any damage or loss sustained as a result of software viruses and would advise that you carry out your own virus checks before opening any attachment.



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**Name**

Insert your name in First name Surname format

## Address

All staff should use the correct email signature below, and you should amend the text highlighted in yellow.

The address you use should depend on which department you work in. If you are unsure which department you work in then please ask your line manager.

Department	Address to use on email signature
Management	Newcastle address
Accounts	St. Ives address
Technical Service	Oldham address
Non-Technical Service	Newcastle address
M&E Install	London address
Small Works	Newcastle address

Newcastle address:

Unit 24 Mylord Crescent, Camperdown Ind Estate, Killingworth, Tyne & Wear, NE12 5UJ

St. Ives address:

Suite 3b, Kings Hall, St. Ives Business Park, Parsons Green, St. Ives, Cambridgeshire, PE27 4WY

Oldham address:

Unit 1 & 2 Whitegate Business Park, Jardine Way, Chadderton, Oldham, OL9 9JT

London address:

Unit D05, Leyton Industrial Village, Argall Avenue, London, E10 7QP

## Contact telephone numbers

The extension number you should use is the one allocated to you for internal calls. It is also shown next to your entry on the Intranet Contacts page.

If you don't have an internal phone extension, then delete ext. xxx and leave 0333 121 0999 on its own.

If you don't have a mobile number you can delete this line from your signature altogether. If you do have a mobile number then use the one allocated to you. Mobile numbers are shown next to your entry on the Intranet Contacts page. Enter your mobile number on your signature in 5-3-3 digit format e.g. 07777 111 111.

## Email address

The email address you should use is the work email address which has been allocated to you. If you don't know what your email address is then consult your line manager. Some employees used shared email addresses such as [customerservice@abcasystems.co.uk](mailto:customerservice@abcasystems.co.uk) and it may be preferable to

## Testing

Create a blank email and send it to yourself as a test, to check that you have inserted your signature correctly.

If it hasn't worked, contact SmartIT or consult your line manager.