



February 2018

Logo Supplement to How To Email Signature Guide

Purpose:

This supplemental guide is designed to help you add an approved additional logo to your email signature. You may follow the instructions in this guide only after completing the “Email Signature Guide February 2018”, which you can find at www.EncoreElectric.com/email-signature-guide.

Encore Electric’s Information Technology and Marketing teams have rolled out new email signatures to all email users. This is being undertaken in order to ensure continued correct and consistent communication standards as our company continues to add new members of the team.

Help:

If you need help using this guide or you are running into trouble installing the new signature, please open a ticket by emailing IT.Support@EncoreElectric.com.

Example of approved additional logos:

These are the two approved additional logos that you may add to your email signature. The ENR Specialty Contractor of the Year 2017 logo is approved for all employees. The Actively Green logo is approved for employees whose primary office location is in the Colorado mountains.



(Instructions for installation start on next page)

Step 1:

Download the logo you wish to use by right clicking on the logo, and clicking “Save Image As...” – make sure to remember where you downloaded the logo (usually in your computer’s “Download” file).

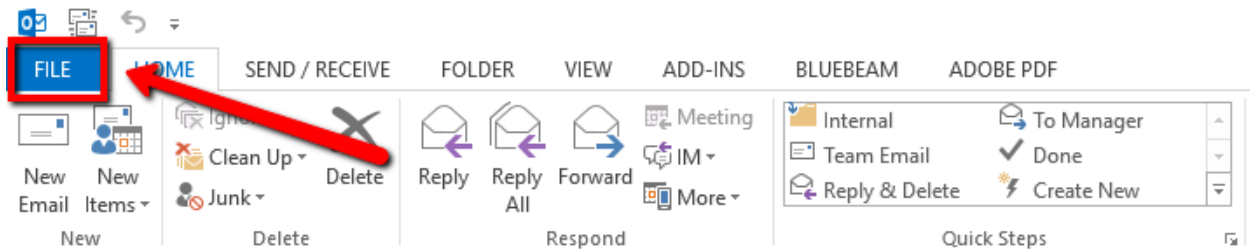
- ENR Logo: <https://drive.google.com/open?id=1baOV4SD7xuZaNemaREWZkaGbe9BpmSDY>
- Actively Green Logo: <https://drive.google.com/open?id=1e1uQQO2yYaoGn0YC1xHudLfb6xCpm6Kt>

Step 2:

Open your version of Microsoft Outlook. You can do this by clicking on the ‘Start’ button in the bottom left hand of your screen and selecting “Outlook” to launch the application.

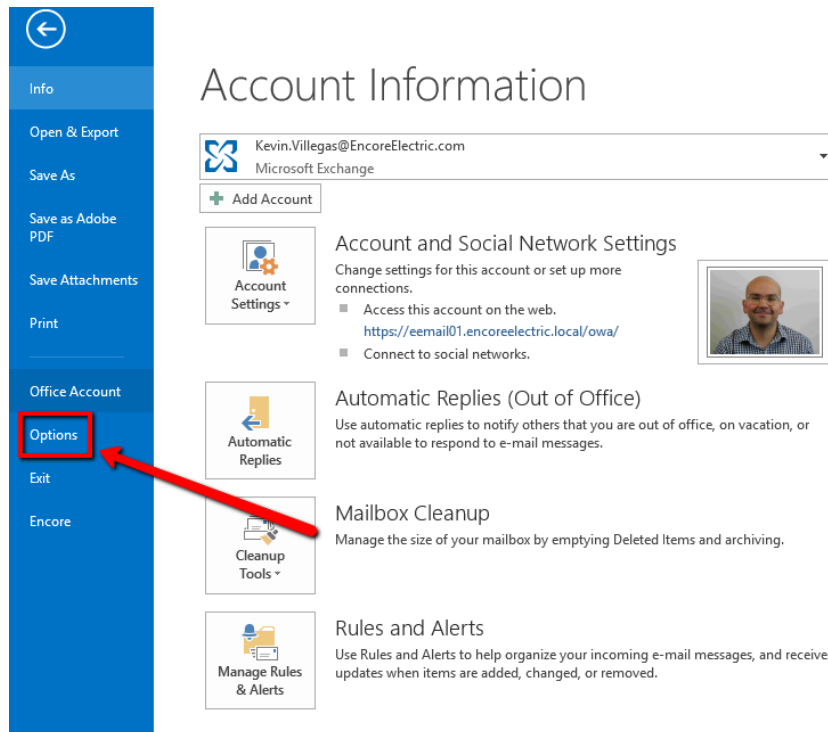
Step 3:

After the application has loaded, click on “File” in the top left corner of the Outlook window.



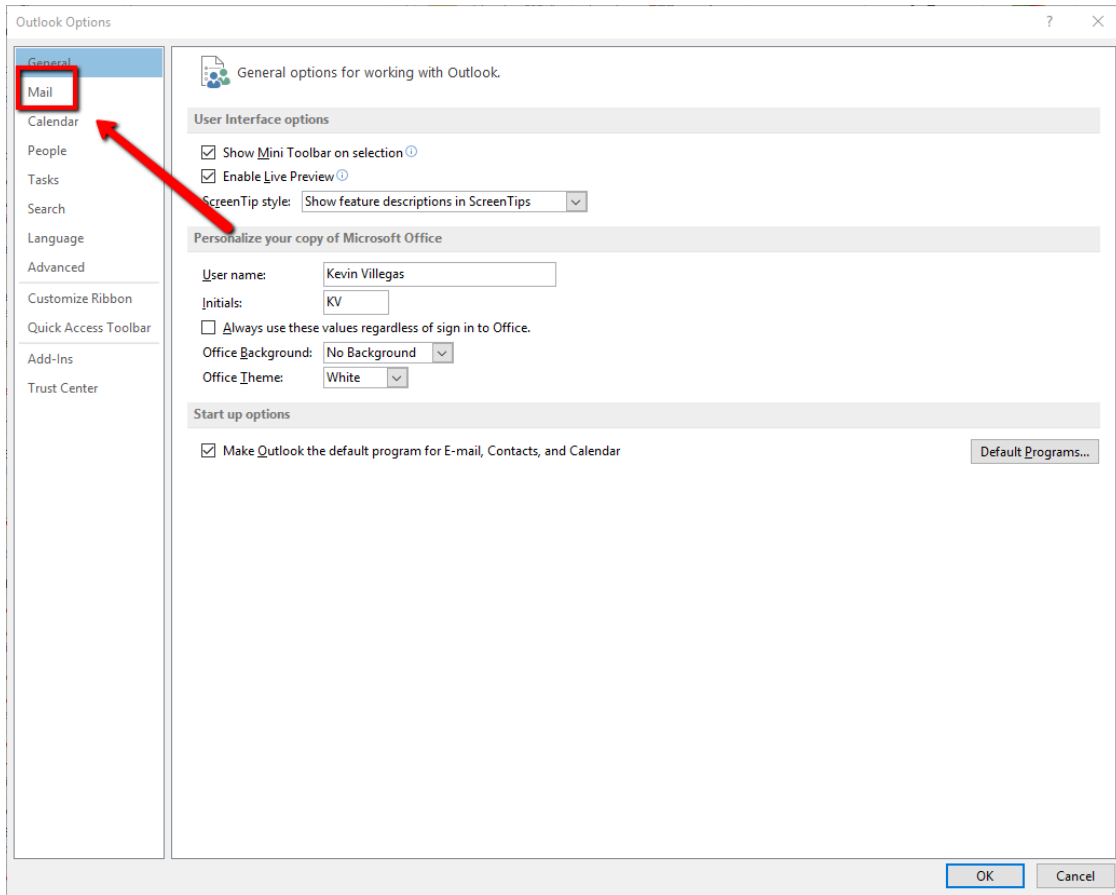
Step 4:

On the next screen, select “options” on the left side of the window.



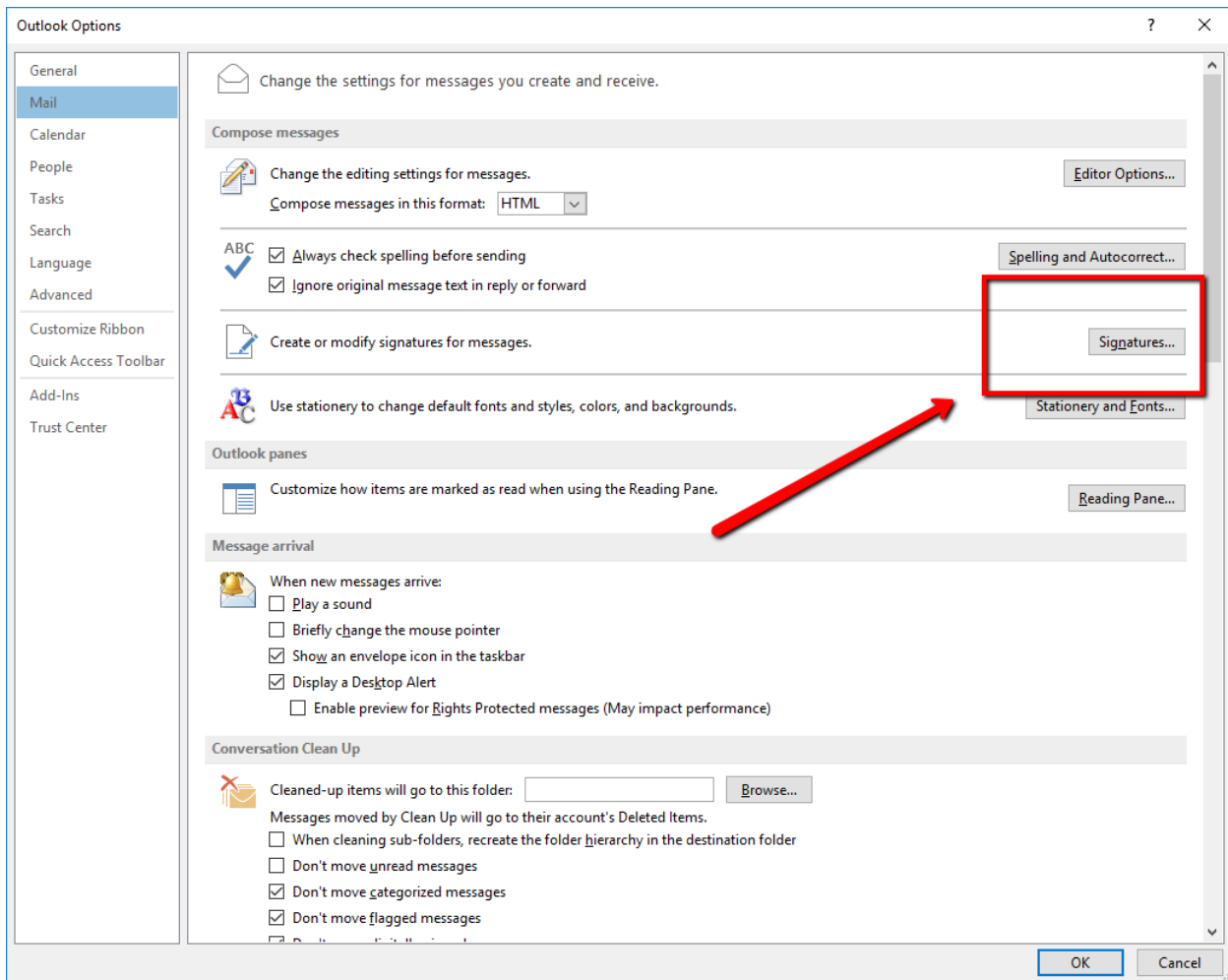
Step 5:

A new window opens called “Outlook Options”. Click on “Mail” from the list on the left side of the window.



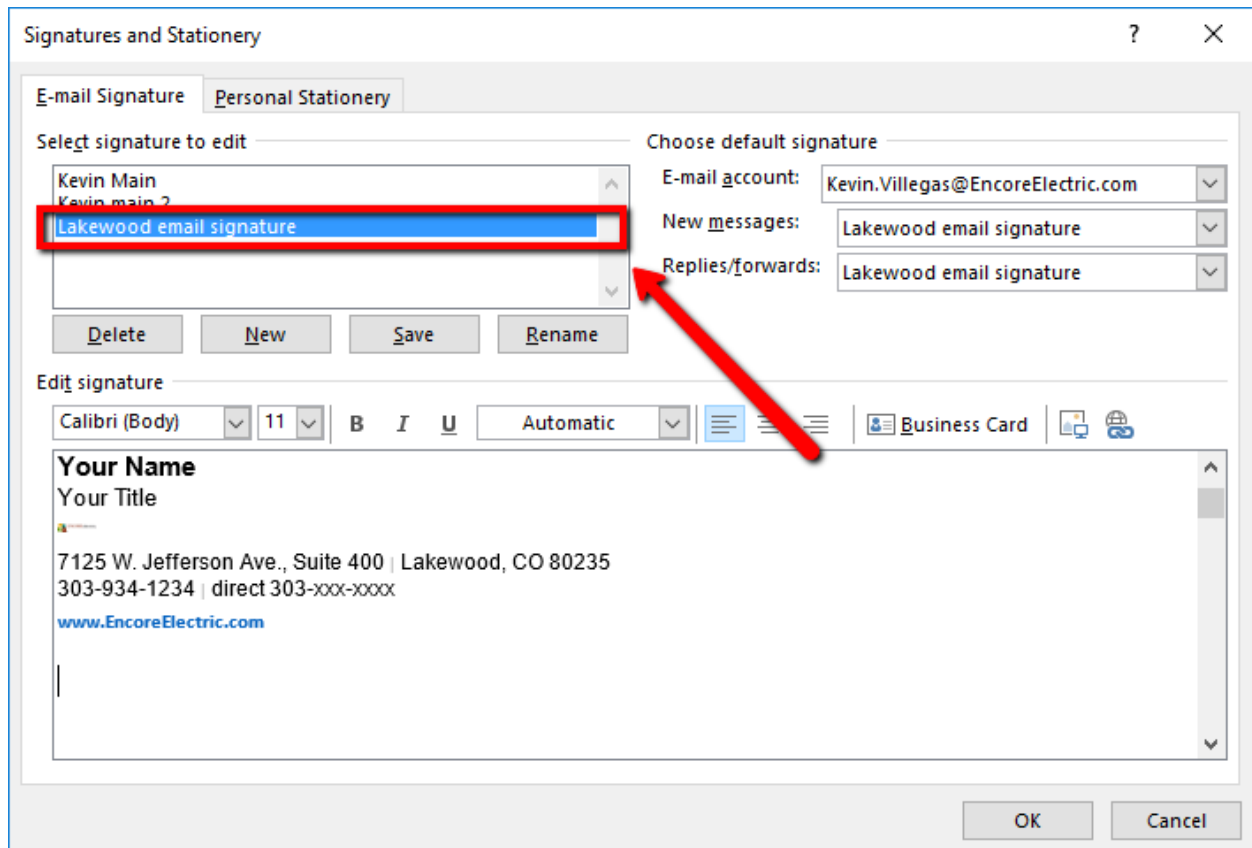
Step 6:

Select "Signatures" from the right side of the window.



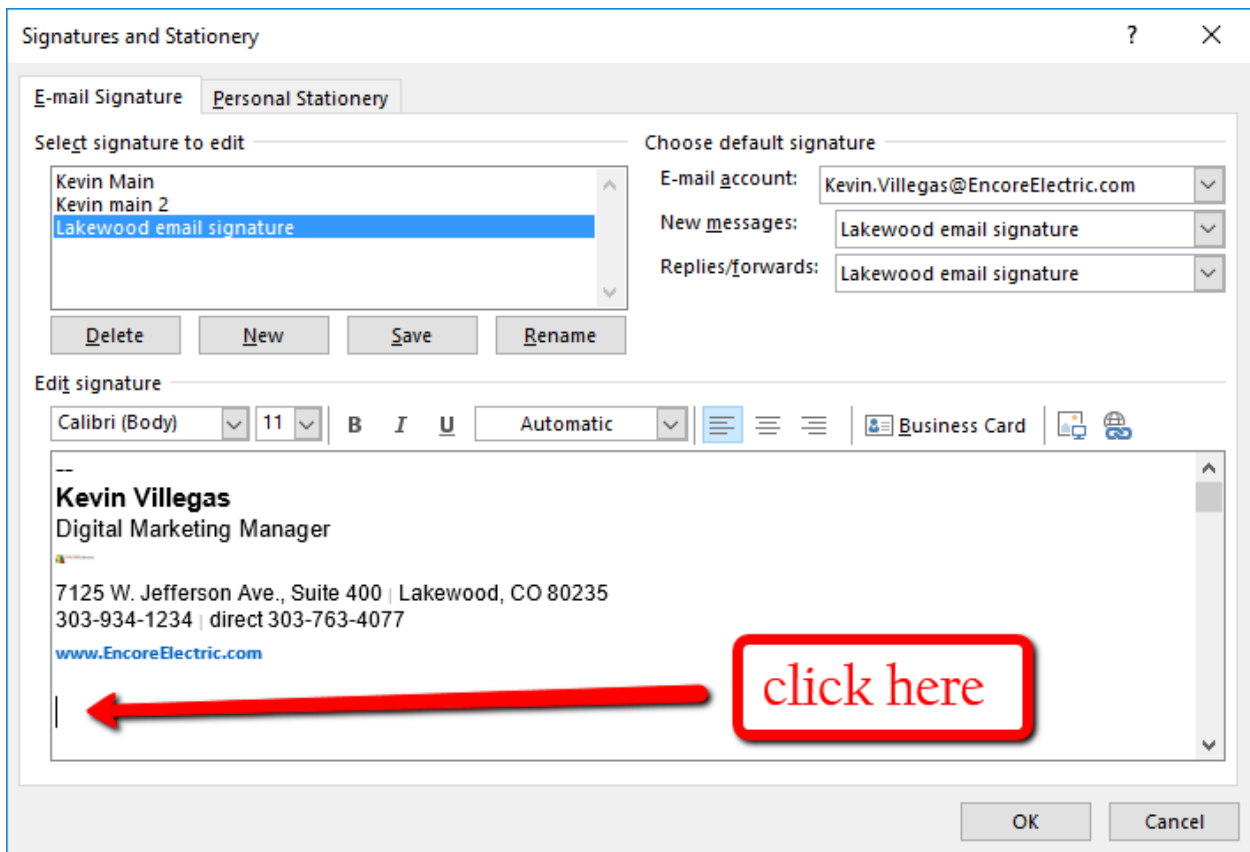
Step 7:

A new window opens, called “Signatures and Stationery”. Click on “_____ email signature”, where the _____ is the city where your office is located. The steps to add and edit your personalized email signature should already be complete before attempting to add one of the additional logos. If you have not taken those steps yet, please refer to the “Email Signature Guide February 2018” and complete that guide first.



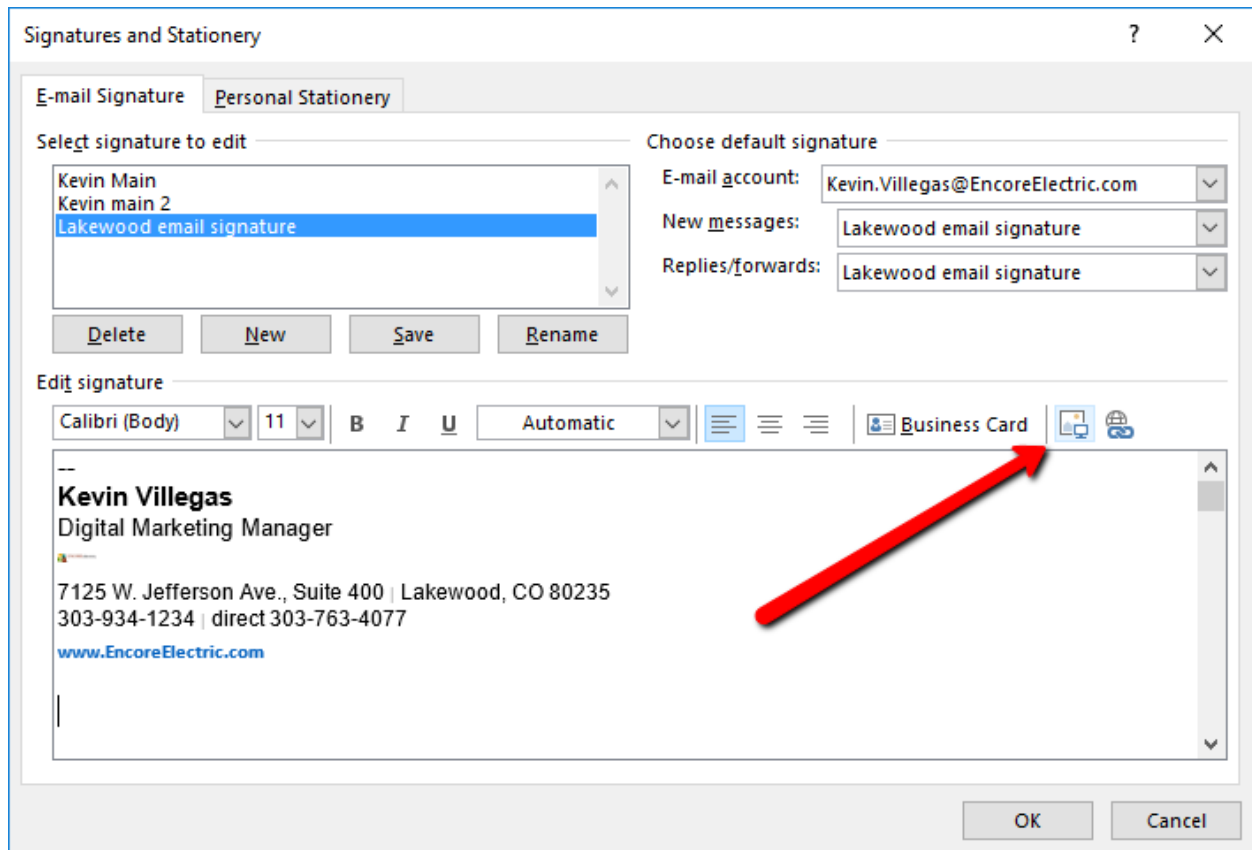
Step 8:

Click below the email signature to place your cursor below the text.



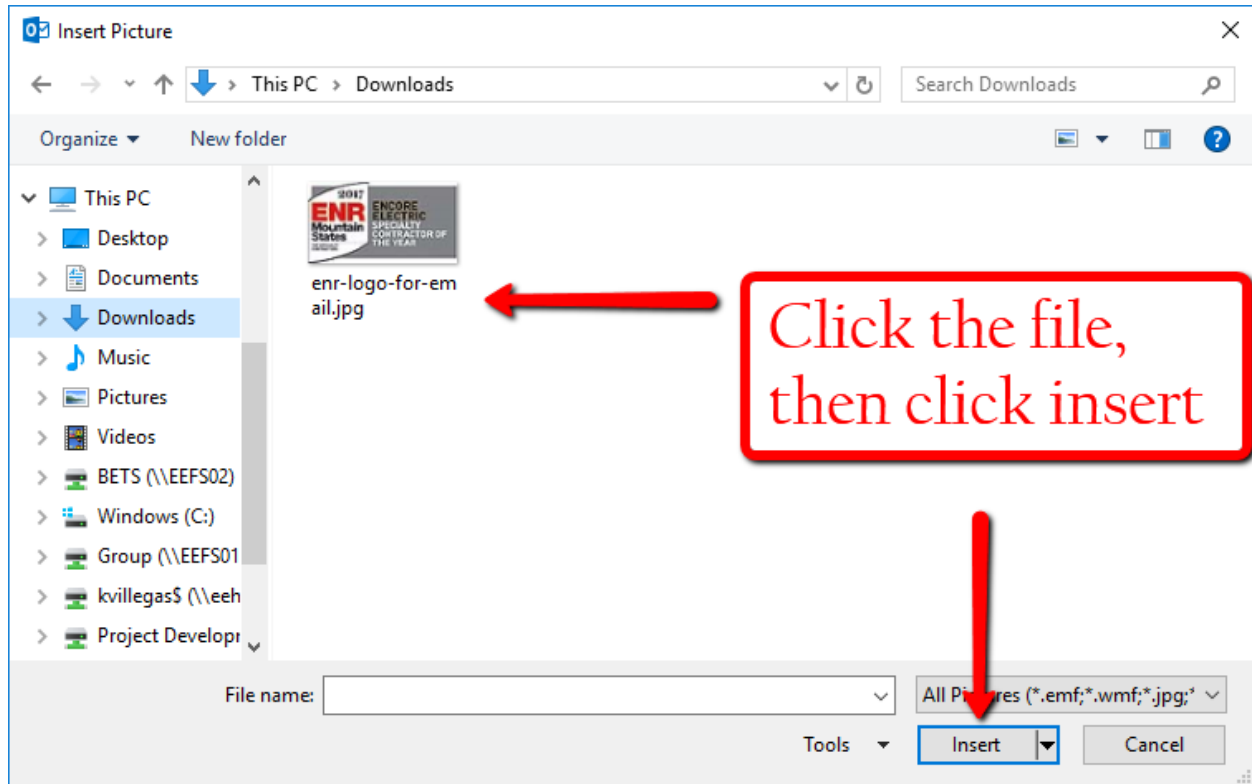
Step 9:

With your cursor placed correctly in step 7, click on the image icon on the right side of the rich text editor window



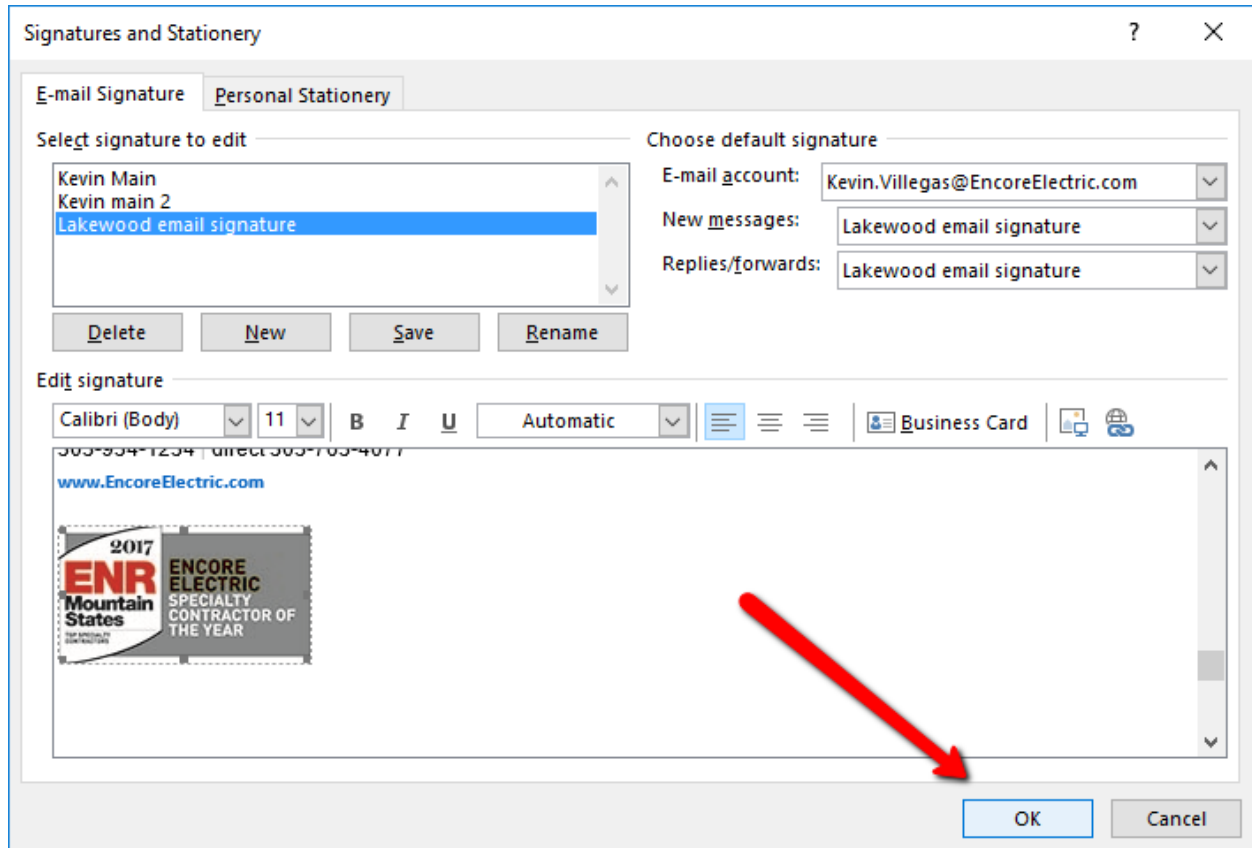
Step 10:

In the window that opens, navigate to where you saved the image you downloaded in Step 1 (usually your “Downloads” folder). Once you find the image, click on it and then click the “Insert” button in that window.



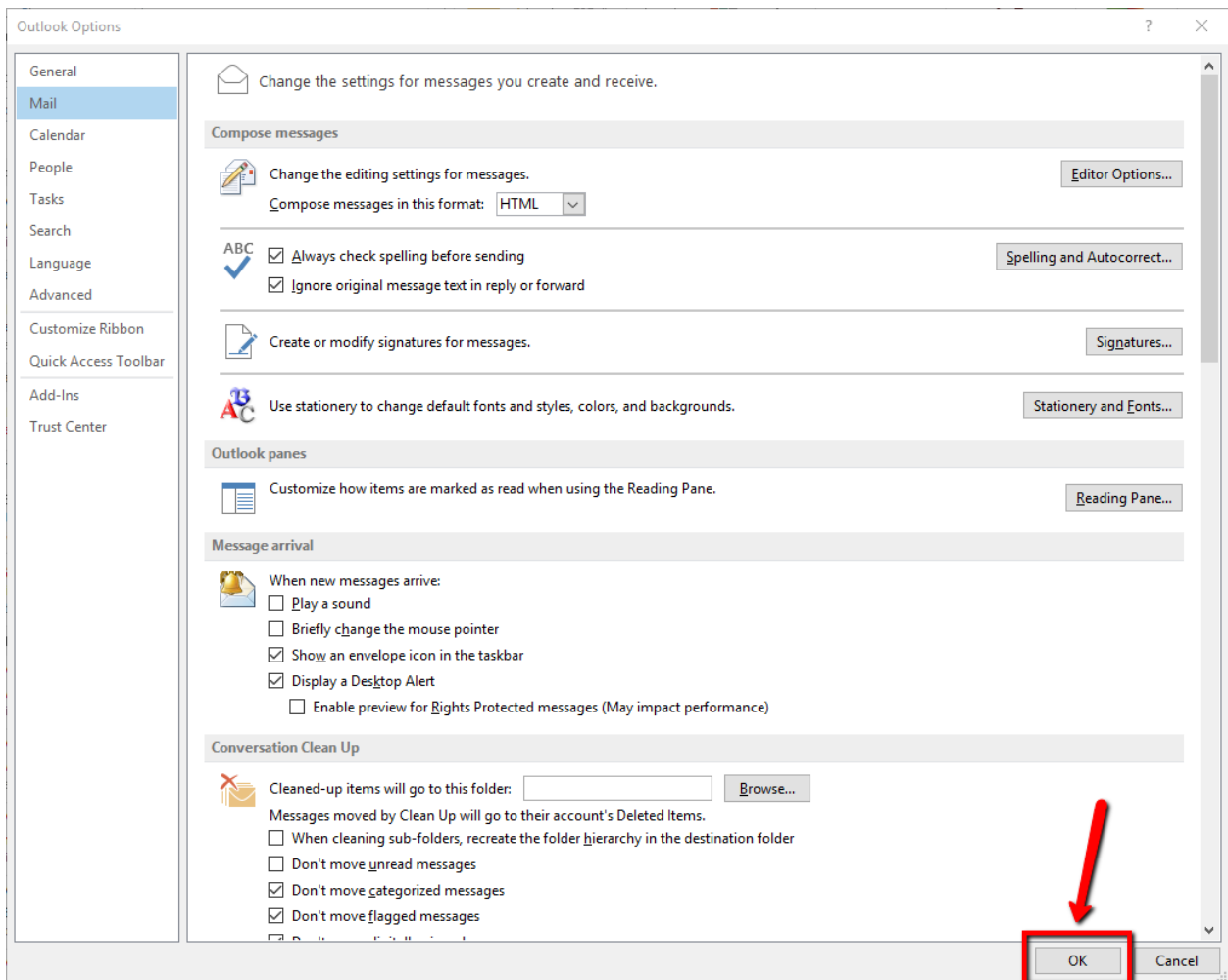
Step 11:

Ensure that the logo is in the correct place (it should sit below the rest of the email signature text). When you are happy with the changes you have made, and you have ensured that you have followed all the directions above, click on "OK" in the bottom right corner of the "Signatures and Stationery" window.



Step 12:

Click on "OK" on the "Outlook Options" window.



Step 13:

Ensure that you edited and saved your new signature correctly by opening a new email and checking to see your new signature is displaying correctly. Buy yourself something nice for a job well done!

Send	To...	
	Cc...	
	Bcc...	
	Subject	

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Good job!