

CSN Branding Guidelines 3.0

Your Co-Branded Email Signature!

PURPOSE: Guidelines for co-branding your email signature for the purpose of maintaining a consistent look and feel throughout the network.

CO-BRANDED SIGNATURE OPTION: You may choose either of these recommended options to co-brand your email signature. When you choose an option, please stick to it for consistency purposes. If you decided to eventually switch from one option to the other, please remain consistent with your decision.

OPTION A: NEW GENERATION "CSN Collision Centre - SHOP NAME" SIGNATURE

[YOUR NAME]

[Your title]

CSN Collision Centre – HUTTEN

P: 222-222-222 Ext. [EXT #]

E: [Your email address]



OPTION B: OLD GENERATION "CSN Collision Centre - SHOP NAME" SIGNATURE

[YOUR NAME]

[Your title]

CSN – HUTTEN Collision Centre

P: 222-222-222 Ext. [EXT #]

E: [Your email address]



RECOMMENDED TEXT COLOUR FOR EMAIL SIGNATURE: We recommend using the same colour in this text. The RGB code in your colour pallet is as follows: **RGB: R -11, G - 83, B - 148.**

Please remember that this is only our recommendation and you may use any text colour that you wish.



HOW TO CREATE A SIGNATURE WITH A LOGO IN OUTLOOK:

Step 1: Create a signature with a logo;

1. In a new message, on the **Message** tab, click **Signature**, and then click **Signatures**.
2. On the **E-mail Signature** tab, click **New**.
3. Type a name for the signature, and then click **OK**.
4. In the **Edit signature** box, type the text that you want to include in the signature.



To add a picture or logo

6. To add a logo, place your cursor where you want the logo to appear, and do any of the following:

Click the **Picture** button, browse to a picture, click to select it, and then click **OK**. Common image file formats for pictures include: .bmp, .gif, .jpg, and .png.

7. After you finish creating the signature, click **OK**

NOTE: If you require assistance on how to insert your email signature in different email providers such as GOOGLE or YAHOO please contact local IT professional.

