

Subject: Email Signature	Effective Date: July 2010
Responsibility: Business Operations	Revision Date: November 2015

**Policy:**

To conform with and to promote KRA Corporation's (KRA) marketing and branding, all KRA employees will utilize a uniform email signature. Exceptions may be made for KRA employees at sites whose client contractually obligates them to utilize the client's logo and branding in their email signature.

**Procedure:****KRA APPROVED EMAIL SIGNATURE TEMPLATE & INSTRUCTIONS:****KRA Desktop E-Signature Template:**

John B. Doe | Career Agent

[jdoe@kra.com](mailto:jdoe@kra.com) | (301) 892-1234 p | (301) 628-5678 f

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**KRA Desktop E-Signature Instructions:**

1. Select and "Copy" the approved KRA Email Signature from the Template above
2. Left Click on "Tools" in Microsoft Outlook;
3. Left Click "Options";
4. Left Click "Mail Format";
5. Left Click "Signatures";
6. Select the "Email Signature" tab;
7. In the "Select signature to edit" box, select the employee's signature, if one exists, and select "delete";
8. In the "Select signature to edit" box, select "new" and type the employee's name when prompted;
9. In the "Choose Default Signature" section, select the employee signature for new messages and replies/forwards;
10. In the "Edit Signature" box, Paste the approved KRA Email Signature from the Template;
11. Place the cursor on the first letter of the employee's name and click the space bar once (to align with the company logo);
12. Place the cursor on the first letter of the employee's email address and click the space bar once (to align with the company logo);
13. Place the cursor on the first letter of the employee's site address and click the space bar once (to align with the company logo);
14. Replace the placeholder name and contact information in the Template (John Doe, etc.) with the employee's name and contact information. Note: the font, size, color, shape, and spacing are all defined within the template and should not be changed;
15. There should be one space between all blue horizontal lines and text;
16. Left Click "Ok"; and,
17. Left Click "Ok" in the Options Box.

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KRA reserves the right to continually evaluate, amend, modify, or terminate any policy at any time. This policy is in effect on the date of publication and supersedes any previously released policy. Individual sites/contracts may have more restrictive policies. This policy does not alter the at-will status of any employee. Use or disclosure of this information is restricted; contact Human Resources for additional information.