

Standard Operating Procedure

Subject: E-mail Signature	Effective Date: July 2010
Responsibility: Business Operations	Revision Date: Nov. 2015, March 2019
To: All Staff	SOP No.: COMM-001

Purpose: To conform with KRA branding corporate-wide, all employees must use a uniform e-mail signature, except staff at program sites whose clients obligate them contractually to use their logo and branding in the signature plate.

Procedure:

KRA Desktop E-Signature Template:

John B. Doe | Career Agent
jdoe@kra.com | (301) 892- 1234 p | (301) 628-5678 f
 756 Ansel Avenue | Lady Lake, FL | 32162 | www.kra.com



KRA DESKTOP E-Signature Instructions: (Consider printing the Instructions to facilitate following the 17-step process below.)

1. “Copy” the approved KRA Email Signature Template above
2. Left Click “File” in Microsoft Outlook
3. Left Click “Options”
4. Left Click “Mail”
5. Left Click “Signatures”
6. Select “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 E-mail 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: **Do not** change the font, size, color, shape, or spacing as defined within the template.
15. There should be one space between all blue horizontal lines and text
16. Left Click "Ok"
17. Left Click "Ok" in the Options Box.

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