Email Signature

All West Michigan Academy of Environmental Science employees must follow this email signature setup. It is important that all of us have a consistent look when communicating with the world.

Contact Ally Padden at allypadden@choiceschools.com for complete email signature setup.

Fonts
Mac Users: Helvetica
PC users: Arial
Gmail users: Sans

Font size: 11 pt

Name should be bold.

Logo image placed
into signature.

Web URL follow
this format.

"Connect with us on
Facebook" should link
to the WMAES FB page.

Tagline should be in quotes
and italics.

"Management services
provided by" line is
9pt and in italics.

The disclosure is
9pt and in italics.

Full Name
Title
West Michigan Academy of Environmental Science

Phone: (616) 791-7454
Fax: (616) 791-7453

4463 Leonard St. NW, Walker, MI 49534
wma-es.com
Connect with us on Facebook

"Life.Science."

Management services provided by Choice Schools Associates

This message and any attachments are intended only for the use of the addressee and may contain information that is privileged and confidential. If the reader of the message is not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by email and delete the message and any attachments from your system.

Email Signature - Gmail

Follow these steps to setup your email signature.

1. Log in to your email.

2. Click on the SETTINGS button and select SETTINGS.

3. Open the HTML signature file called "WMAESsigFINAL.html" in your web browser. Copy and paste this into the text box. Customize your information.

4. Highlight all text, and select 'Sans Serif' as the font. Also, please make sure your font color is **black**.
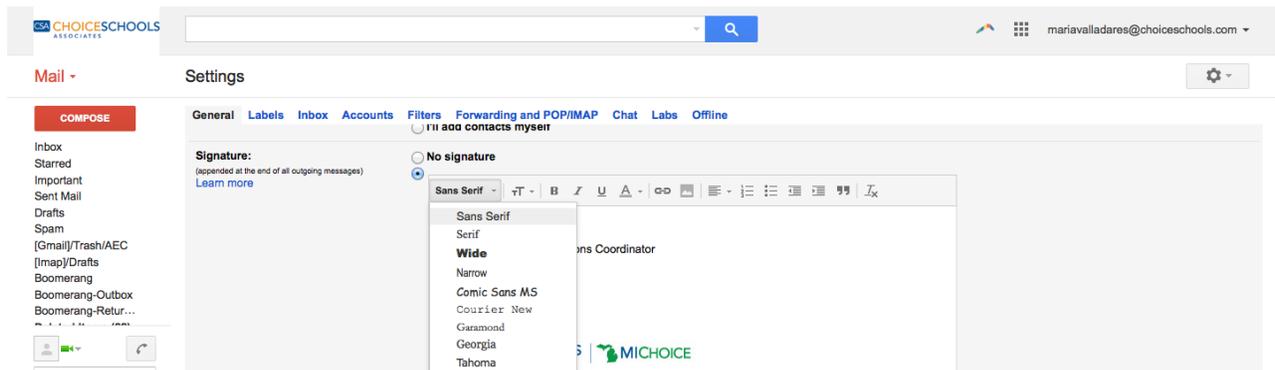
5. Highlight all text above (and including) the address, and make sure the font size is **'Normal'**. Make the disclaimer font size **'Small'**, and also **italicize** it.
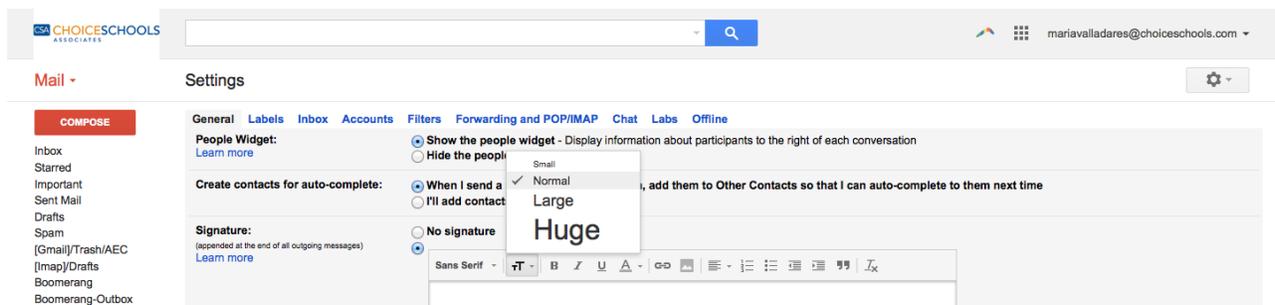
6. To get your signature to appear immediately after your reply instead of at the bottom of your message, check the box underneath where your signature text is entered that says "Insert this signature before quoted text in replies and remove the "—" line that precedes it."
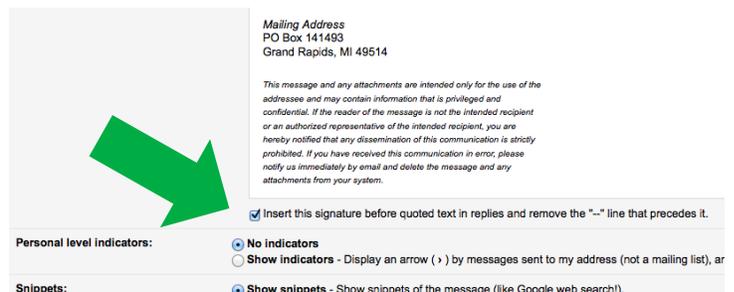
Email Signature - Outlook on Mac

Follow these steps to setup your email signature.

1. Open your Outlook signature preferences.

2. Open the HTML signature file called "WMAESsigFINAL.html" in your web browser. Copy and paste this into the text box.

3. Customize your information.

Email Signature – Mobile Phone

All WMAES employees must follow this email signature setup when sending emails via their mobile phones. It is important that all of us have a consistent look when communicating with the world.

Full Name
Title
West Michigan Academy of Environmental Science

Phone: (616) 791-7454 | Cell: (123) 456-7890
www.wma-es.com

Sent from my [insert name of device - iPhone, Blackberry, etc.]