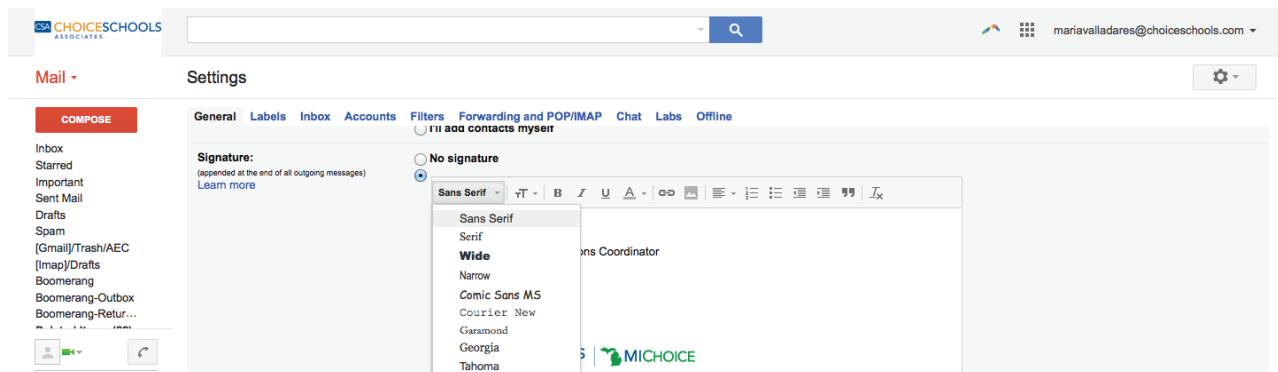


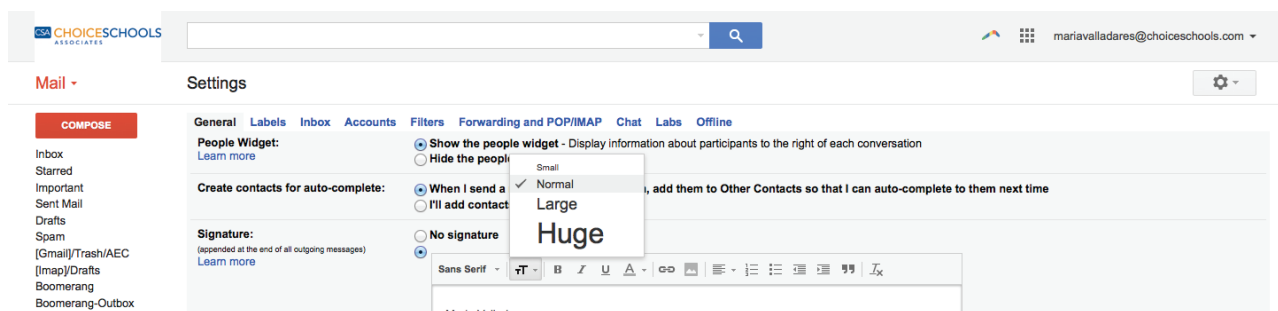
Email Signature - Gmail

Follow these steps to setup your email signature.

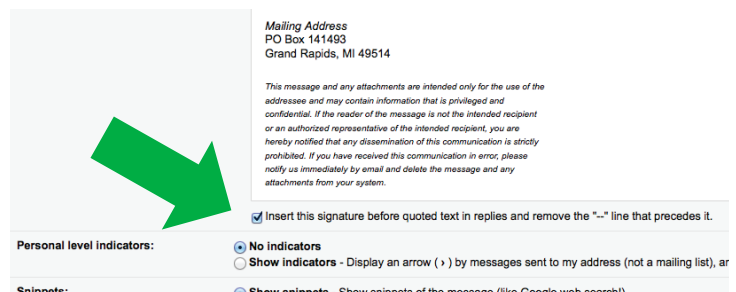
1. Log in to your email.
2. Click on the SETTINGS button and select SETTINGS.
3. Open the HTML signature file called "choicesigFINAL.html" in your web browser. Copy and paste this into the text box. Customize your information.
4. Highlight all text, and select '**Sans Serif**' as the font. Also, please 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 "choicesigFINAL.html" in your web browser. Copy and paste this into the text box.
3. Customize your information.

Email Signature – Mobile Phone

All Choice 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.

Tonya Holcomb
Chief Communications Officer
Choice Schools Associates

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www.choiceschools.com

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