

## HOW TO SET UP YOUR CFC EMAIL SIGNATURE

**STEP #1:** Go to <https://www.mail-signatures.com/signature-generator/#/user-data> and choose



### Choose email platform

Outlook

Outlook 365

Thunderbird

Gmail

Exchange Server

Exchange Online

Creates a personal signature to be used in a desktop version of Outlook

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### Enter signature details

#### Personal Data

|  |  |
|--|--|
| First name<br><input type="text" value="John"/>                          | Last name<br><input type="text" value="Doe"/>                      |
| Job title<br><input type="text" value="Sales &amp; Marketing Director"/> | Email address<br><input type="text" value="john.doe@codetwo.com"/> |
| Phone number<br><input type="text" value="+ 48 75 64 61 001"/>           | Mobile number<br><input type="text" value="+ 48 75 64 61 001"/>    |

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#### Company Data

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#### Graphics

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#### Disclaimer Text

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#### Style

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#### Social Media Links

**Enter your Personal Data:**

- Required - Name, Title, Phone and Email
- Optional – Cell phone number

**Enter Company Data:**

- Company Name - leave space blank
- Website - [www.cfcare.org](http://www.cfcare.org)
- Address 1 - 2346 North Central Avenue or 6063 East Grant Road
- Address 2 - Phoenix, AZ 85004 or Tucson, AZ 85712

**Enter Graphics copy and paste the link below:** <https://cfcare.org/wp-content/uploads/2020/08/Logo.png>  
or for Counseling <https://arizonafamilycounseling.com/wp-content/uploads/2020/08/logo-e1600982899460.png>

**Enter Social Media Links copy and paste links below:**

- Twitter: leave space blank
- Facebook: <https://www.facebook.com/ChristianFamilyCare/>
- LinkedIn: <https://www.linkedin.com/company/1409909?trk=prof-exp-company-name>
- g+: leave space blank
- Youtube: <https://www.youtube.com/user/CFCareAZ>
- Instagram: [https://www.instagram.com/christianfamilycare\\_az/](https://www.instagram.com/christianfamilycare_az/)

Click on Apply your signature  
Click on Copy your signature to clipboard

**STEP #2:** Go to your Outlook Email > File > Options > Mail

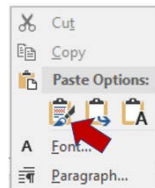
Click on Signatures > New

Name your signature

Right Click in empty box

Select Paste Keep Source Formatting →

Click OK



Why Have A Standard Email Signature?

- Creating a cohesive image displayed throughout our organization shows that we are well established.
- We create brand recognition in every person we send emails to.
- It's our digital business card!
- Quick links to more information about CFC.