

Our email signatures are an important part of how we communicate. Not only do they fulfil a legal function but they also provide an opportunity to reinforce our key messages to customers.

The e-mail signature is a customary aspect of e-mail communications that consists of text added at the bottom of outgoing e-mail messages. Users can create custom signatures for different purposes. For example, a full signature block may be used when composing new messages while a more simplified signature block may be used for replies or informal messages.

The e-mail signature should not be confused with the Confidentiality Notice - also known as Tagline - which is managed centrally by the IT department and stamped automatically by the e-mail server when sending messages to external recipients. The Confidentiality Notice should not be included within the signature block described in this document.

IMPORTANT: e-mail signatures should not include graphics or logos of any kind.

When configuring your signature block please refer to the example shown on this page, or to the Intertek Corporate Identity guide as your guide for content. The rules for email signatures are the same for multiple business line (or division) business cards (2.2.10) e.g. Intertek Agri Services, Intertek Commodities.

Standard full signature

Components of the Signature:	Font:	Example:
1 Sender's name	Arial 10 Bold	John Doe
2 (separation line)		
3 Sender's job title	Arial 10 Regular	Operations Manager
4 Business line (or Divisional name) 1	Arial 10 Regular	Business Assurance
5 Business line (or Divisional name) 2 (if applicable)	Arial 10 Regular	Intertek Industry & Assurance
6 Sender's local number (direct or office)	Arial 10 Regular	+1 (713) 407-3956 (office)
7 (separation line)		
8 Intertek (omit when Intertek name appears with sector above)	Arial 8 Regular	Intertek
9 Sender's local address line 1	Arial 8 Regular	2 Riverway, Suite 500
10 Sender's local address line 2	Arial 8 Regular	Houston, TX 77056 USA
11 Sender's local fax (optional)	Arial 8 Regular	+1 (866) 541-4586 (fax)
12 Sender's mobile number (optional)	Arial 8 Regular	+1 (713) 555-3500 (mobile)
13 Sender's Skype name (optional)	Arial 8 Regular	john.doe.intertek (Skype)

Signature for replies and forwards

A separate shorter signature can be used for replies and forwards, this is set up in the same way as the full signature, but saved as a different name of your choice. The content of the signature should identify who you are and preferably have some form of contact information. The information fields that you chose should follow the same formatting rules as for your full signature.

e.g.

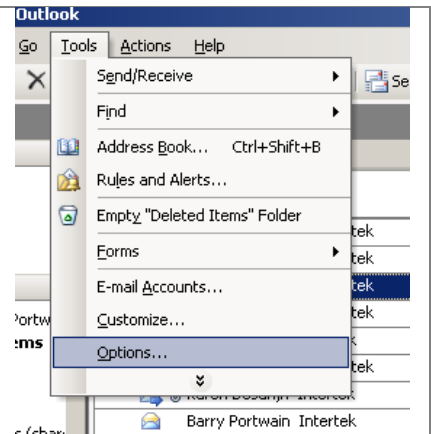
John Doe

Operations Manager

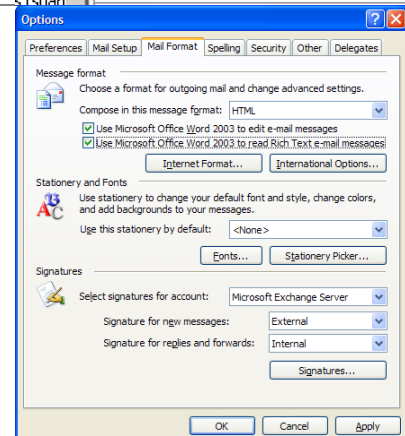
Intertek
+1 (713) 555-3500 (mobile)

How to Create a Signature in Microsoft Outlook

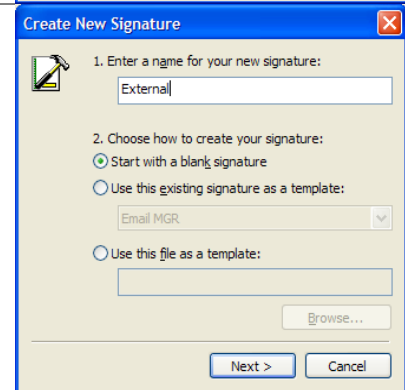
- 1 From the main Microsoft Outlook window, on the **Tools** menu, click **Options**, and then click the **Mail Format** tab.



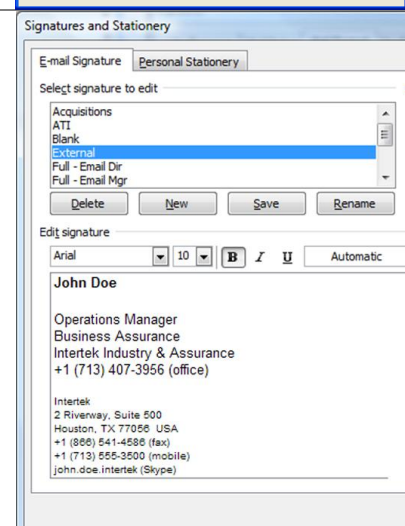
- 2 In the **Message format** section, select **HTML** from the drop-down list.
- 3 In the **Signatures** section, click the **Signatures** button, and then click **New**, to create a new signature.



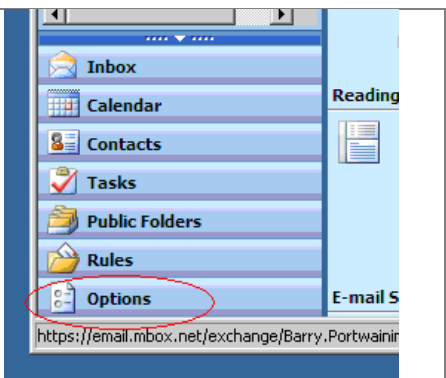
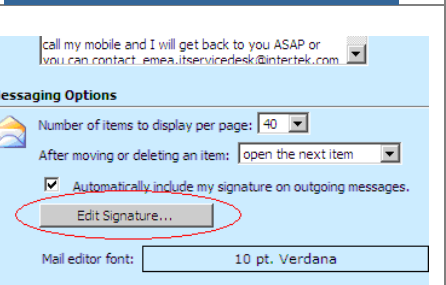
- 4 In the **Enter a name for your new signature** box, type the name that you want to use.
- 5 Under **Choose how to create your signature**, select the option to **Start with a blank signature**.
- 6 Click **Next**.



- 7 In the **Edit Signature** text box, type the text that you want to include in the signature. You can also copy/paste text into this box.
- 8 To change the paragraph or font format, select the text, then right-click and select **Font** or **Paragraph** to change the options you want.
- 9 Click the **OK** button when you are done editing the new signature.



How to Create a Signature in Outlook Web Access (OWA)

<p>1 In the Navigation Pane, click Options.</p>	
<p>2 Under Messaging Options, check the box to Automatically include my signature on outgoing messages.</p> <p>3 Click the Edit Signature button.</p>	
<p>4 In the Signature window, type and format the signature that you want to use.</p> <p>5 Click Save and Close.</p>	