

电子签名创建步骤、模板及指南

一. 电子签名创建步骤

1. 选择您的电子签名并自定义文本（参见第三部分的模板 – 多种选项可供选择：横向职能部门、事业部、单独徽标、徽标和标语、带或不带横幅）
2. 选择第三部分模板中的一种签名选项（包含红线、文本、徽标、带或不带横幅），单击复制
3. 打开 Outlook, 新建**电子邮件**，点击插入**签名**
4. 选择**新建**，键入此签名的名称
5. 在编辑签名的文本框中，单机右键粘贴并保留源格式。请注意，在编辑时文本框中的红线可能不会出现，但它后续会出现在您的电子邮件签名中
6. 点击**保存**，发送一封测试邮件

二. 指南

- 如果您要对签名文本进行调整，请确保红线能从上自下与签名的顶部到底部对齐，请参照模板中的示例。
- 横向支持部门：建议创建两种签名，一种仅带有徽标，另一种带有徽标和标语（用于介绍公司性质）
- 事业部：可用模板仅包括集团名，如果您需要另加本地批准的事业部名称，需要裁剪徽标周围空白区域，请参阅模板中的示例。
- If you'd like to add a banner to emphasize a service umbrella brand, a brand, a campaign or if you'd like to add a logo to emphasize a cause, an award, etc. please use the templates at the end of this document (there is an additional transparent line below the logo to insert your banner). Here is the maximum and minimum size: 如果您想要添加横幅来强调服务伞品牌、品牌、活动、事件、奖项等，请使用此文档末尾的模板（徽标下方有一条额外的透明线用于插入您的横幅。这是最大和最小尺寸：



三. 可供复制粘贴的模板

— 供横向职能部门使用（带有标语）

Jane Doe

Vice-President Marketing
Group marketing
255 quai de Stalingrad
92866 Issy-les-Moulineaux Cedex 9
FRANCE

+33 6 38 81 71 81
jane.doe@sodexo.com
cn.sodexo.com



Tout commence au quotidien

Jane Doe

Vice-President Marketing
Group marketing
255 quai de Stalingrad
92866 Issy-les-Moulineaux Cedex 9
FRANCE

+33 6 38 81 71 81
jane.doe@sodexo.com
cn.sodexo.com



It all starts with the everyday

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Group marketing
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— 供事业部使用：

Jane Doe

Vice-President Marketing
Sodexo Segment
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92866 Issy-les-Moulineaux Cedex 9
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Sodexo At School
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**Jane Doe**

Vice-President Marketing
Sodexo Health & Care
255 quai de Stalingrad
92866 Issy-les-Moulineaux Cedex 9
FRANCE

+33 6 38 81 71 81
jane.doe@sodexo.com
cn.sodexo.com

**Jane Doe**

Vice-President Marketing
Sodexo Corporate Services
255 quai de Stalingrad
92866 Issy-les-Moulineaux Cedex 9
FRANCE

+33 6 38 81 71 81
jane.doe@sodexo.com
cn.sodexo.com



Jane Doe

Vice-President Marketing
Sodexo Energy & Resources
255 quai de Stalingrad
92866 Issy-les-Moulineaux Cedex 9
FRANCE

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cn.sodexo.com



— 供横向职能部门使用（带有标语，最大横幅尺寸）

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Vice-President Marketing
Group marketing
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Group marketing
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— Segment function with maximum banner size: 供事业部使用（最大横幅尺寸）：

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Vice-President Marketing
Group marketing
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Jane Doe

Vice-President Marketing
Sodexo Segment
255 quai de Stalingrad
92866 Issy-les-Moulineaux Cedex 9
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