

Esignature creation procedure, templates, and guidelines

A. Procedure to create an esignature

1. Choose your esignature and customize text (see templates below in part C – different available options: for transversal function, for segment function, logo standalone, logo and tagline, with or without banner)
2. Select the table including all elements of the signature (the red line, text, logo, banner if any) then click copy
3. Go to Outlook, open a new email **Message**, and select **Signatures**
4. Under **select signature to edit**, choose **new**, and in the **new signature** dialog box, type a name for the signature
5. Under **edit signature**, right-click and paste with the keep source formatting option. Please note you will not see the red line in signature box but don't worry it will appear in your email signature
6. Click **save** and sent a test email

B. Guidelines

- If you decide to slightly modify the signature text, please ensure that the red line is aligned from the top of your name until the bottom of the signature or tagline, refer to examples in template for guidance.
- Transversal support function: we advise creating two types of signatures, one with logo alone (by default) and one with logo and tagline (when appropriate to tell more about who we are as a company - please refer to tagline guidelines)
- For segment local adaptations: available templates include global naming only, if you need to insert the approved local adaptation of the segment naming, you'll need to crop your logo in order to reduce the white space around the logo. Refer to examples in template for guidance.
- 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:



C. Templates to be copied and pasted

— Transversal function with tagline:

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
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Tout commence au quotidien

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It all starts with the everyday

— Transversal function without tagline:

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— Segment function:

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— Transversal function with tagline with maximum banner size:

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— Transversal function without tagline with maximum banner size:

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— Segment function with maximum banner size:

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