**Standardized E-mail Signature**

An e-mail signature is a block of contact information text that automatically appears at the end of an e-mail. NFP has a standardized e-mail signature format that all employees must follow to maintain our consistent branding efforts. To create your signature and to ensure it appears when you send, reply or forward an e-mail, follow these steps:

1. Open Microsoft Outlook
2. Select the “File” tab
3. Scroll down and select “Options”
4. Select the “Mail Format” tab
5. Select “Signatures” on the bottom right of the window
6. Create a new signature by selecting “new” (You can also remove an existing signature by highlighting the signature and selecting “remove.”)
7. Under “Enter a name for your signature” type: “(Your Name) - new”
8. Make sure you have “start with a blank signature” selected and click “next”
9. Copy and paste the correct signature from below.
10. Edit the text to reflect your personal information
11. Hit “Finish” and then “OK,” which will take you back to the “Mail Format” page
12. Under “Signature for New Messages” select the signature you just created: (Your Name) – new”
13. Under “Signature for Replies and Forwards” select the signature you just created: (Your Name) – new”

**Tips**

* When you type your email address in, it may change to blue. If it does, make sure you highlight your email address and change to black.
* Your title should be spelled out and not abbreviated (ex. Vice President instead of VP)
* Be consistent with your business card. Use all of the same contact information, title, business line, address, etc. that appears on your business card.
* The Business Line field designates your specific business segment, core competency or department.
* The CA License No. field is only mandatory for advisors working in the state of California.
* For advisors in New York, the License No. field should be replaced with the legal company name.
* Email signatures are subject to legal and compliance review. Appropriate disclosures will be added as required upon submission.

**Note:** Fonts and colors are very specific; please copy and paste the format to ensure the colors and fonts are accurate. If needed, the specifics are listed below.

* **Font:** NAME - Arial size 11, ALL OTHER CONTACT INFO - Arial size 9, DISCLOSURE – Arial size 8 and italics, ACCOLADE or AWARD – Arial size 11 and bold or use graphic
* **Text Color RGBs:** NAME - r/79 g/146 b/55, OTHER CONTACT TEXT - r/0 g/0 b/0, DISCLOSURE - r/133 g/143 b/152, ACCOLATE or AWARD – r/221 g/81 b/67

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**Copy and paste the below, including the disclosure language if applicable, then edit the text with your personal info.**

………………………………………………………………………………………………………………………………………………

**First Last**

Title

Business Line

Address 1 | Suite | City, State Zip

P: 000.000.0000 | F: 000.000.0000 | name@nfp.com | NFP.com



  

*Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here.*

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**Email Signatures for Apple Devices**

Settings > Mail, Contacts, Calendars > Signature

Type in your information in the format below:

Name

Title

Business Line

Address 1 | Suite | City, State Zip

P: 000.000.0000 | name@nfp.com | NFP.com

*Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here.*

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**Email Signatures for Android Devices**

Go into your email app and select the account you want (NFP email address).

Tap the menu button, then tap “Settings.”

You'll see a ”Signature” section and beside it, a slider bar to turn the signature on and off. Tap the slider bar, then fill in your information in the format below:

Name

Title

Business Line

Address 1 | Suite | City, State Zip

P: 000.000.0000 | name@nfp.com | NFP.com

*Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here. Insert disclosure here.*

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