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| **Examples** | |
| |  |  | | --- | --- | |  | **Daniel Mills, B.A., J.D.** Business & Marketing Teacher Jackson High School 425.385.7115 [dmills@everettsd.org](mailto:dmills@everettsd.org) | | **Daniel Mills, B.A., J.D.**  Business & Marketing Teacher  Jackson High School  425.385.7115  [dmills@everettsd.org](mailto:dmills@everettsd.org) |
| |  |  | | --- | --- | |  | **Daniel Mills, B.A.; J.D.**  Business & Marketing Teacher  Jackson High School  425.385.7115  [dmills@everettsd.org](mailto:dmills@everettsd.org) | | |  |  | | --- | --- | |  | **Daniel Mills, B.A.; J.D.**  Business & Marketing Teacher  Jackson High School  425.385.7115  [dmills@everettsd.org](mailto:dmills@everettsd.org) | |

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| **Signature Instruction for Outlook App** | **Signature Instructions for Outlook on the Web** |
| 1. Open a new email and select the Signature button and click on “Signatures…” 2. Click on “New” and name your new signature and click “OK” 3. Copy one of the examples from above that you like best and paste it into the blank space 4. Replace my information with your own, modify as you like, and Save 5. Choose your new Signature as your default for New Messages 6. If you like more than one signature, you can create two and set one for Replies/Forwards and one for New Messages   Have fun and Go Timberwolves! | 1. [Sign in to Outlook on the web](https://support.office.com/en-us/article/how-to-sign-in-to-outlook-on-the-web-763fab4d-0138-4814-b450-37fc286bcb79). 2. Go to **Settings** Settings > **View all Outlook settings** > **Compose and reply**. 3. Copy one of the examples from above that you like best and paste it into the blank space 4. Replace my information with your own, modify as you like, and Save   **Note:** You can have only one signature per account.   1. If you want your signature to appear at the bottom of all new email messages that you compose, select the **Automatically include my signature on new messages I compose** check box. 2. If you want your signature to appear on messages that you forward or reply to, select the **Automatically include my signature on messages I forward or reply to** check box. 3. Select **Save** when you're done. |

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| **Additional Resources**  Below are a few helpful links and information that will help you show your JHS pride and stay within our Brand Standards. | |
| **Official JHS Green Formula:**   * RGB – r 0, g 88, b 81 * CMYK – c 100, m 41, y 67, k 32 * HEX - #005851 * Pantone - PMS3292 | **Official JHS Logos** Use the links below and download the images you want.  **COLOR FILES:**  [JPG](https://epscloud-my.sharepoint.com/:f:/g/personal/12829_apps_everettsd_org/EpBXInz1anRClnrCXDBYvVcBC63Zrz1BN6kvsouTnctukg?e=ifPlhS)  [PNG TRANSPARENT](https://epscloud-my.sharepoint.com/:f:/g/personal/12829_apps_everettsd_org/EqOEdFthn05Indef5BohUbsBuWoLYuqsN1zqxhiDJP9UbA?e=VV0idn) |