

## AISG Email Signature

Updated on July 24, 2023

### AISG Email Signature Guidelines

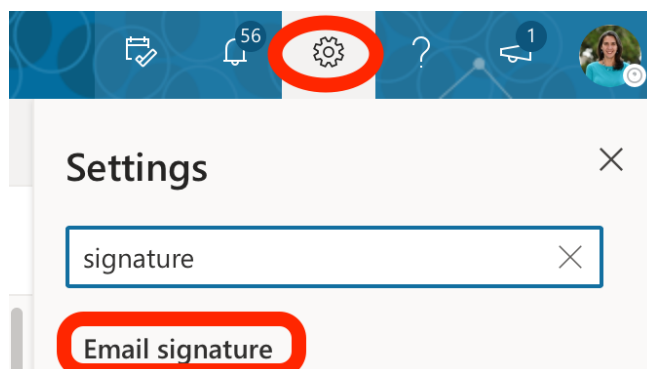
AISG employees should use the official AISG e-mail signature for all external messages originating from the school Outlook account, including notes to parents, family, and friends. The e-mail signature is optional for internal messages in which all recipients have an aisgz.org e-mail address.

Follow the example provided and be sure to include the correct information.

- ◇ **Required information** includes name, position, telephone and email and links to the website, location and contact us.
  - ◇ For your name and position, this should match what is filed with HR.
  - ◇ For the telephone number, Teachers and TA's should list the relevant office extension(s) rather than your classroom. Admin and other staff should list their office(s) or direct extension(s).
  - ◇ For the location, list the campus where you are primarily located. If you are on both campuses, you may include the second location.
- ◇ **Optional Information** includes a second location link, your mobile phone number, your name, and title in Chinese.
- ◇ **Correct links** include:
  - ◇ Website: <https://www.aisgz.org>
  - ◇ Ersha Campus: <https://www.aisgz.org/ersha-island-map>
  - ◇ Science Park Campus: <https://www.aisgz.org/science-park-map>
  - ◇ Contact us: <https://www.aisgz.org/contact-us>

### How to Add Your Email Signature to Office 365 Outlook

1. Go to [Ramsnet](#) and download the AISG classic logo.
2. In Outlook, go to the top right corner and click on the “gear” icon. Type “signature” in the search box and you will see the option of “Email Signature” listed below. Select this option.

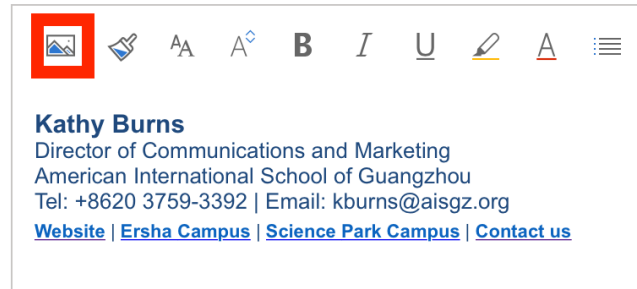


2. Copy and paste from the email that was sent to you from the Communications Office or request one by emailing [communications@aisgz.org](mailto:communications@aisgz.org). Copy only the script and not the logo. Do NOT copy and paste from this document as the formatting does not always transfer accurately from Word to Outlook.

3. Modify the text according to the guidelines and double check/add the respective links.
4. Add the logo. Place your cursor where the logo should be. Click the icon for “insert picture inline” button and select the downloaded logo from step #1.

#### Email signature

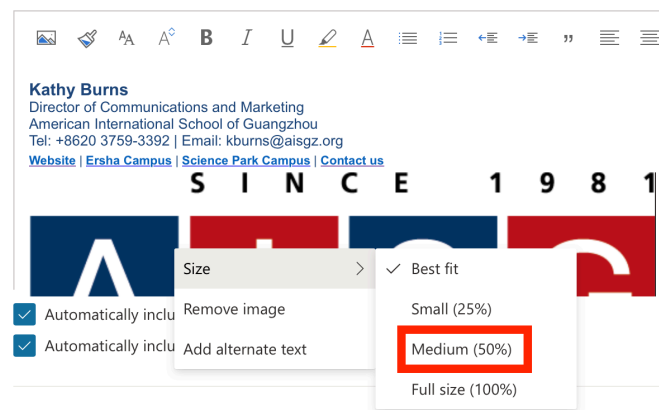
Create a signature that will be automatically added to your email



5. Resize the logo. When the image is inserted, it will be too big. In a Mac, double click, in Windows, right click for the menu and select “size > Medium 50%” then grab the bottom right hand corner of the logo and resize it proportionately to be in line to the “G” from the line “American International School of Guangzhou”

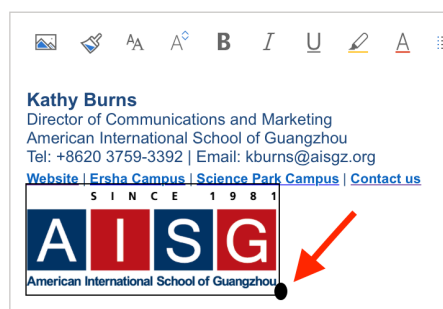
#### Email signature

Create a signature that will be automatically added to your email messages.



#### Email signature

Create a signature that will be automatically added to you



6. Click “Save”.