### **American International School of Guangzhou**

廣州美國人外籍人員子女學校



#### **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.
- Orrect 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.

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	Email signature	

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

Ersha Island Campus (Preschool-Gr.5):

3 Yan Yu Street South, Ersha Island, Yuexiu District, Guangzhou, China, 510105 二沙岛校区(幼儿园至5年级)地址:广州市越秀区二沙岛烟雨南街3号邮编:510105 T: (8620) 8735 3392, 8735 3393. F: (8620) 8735 3339.



- 3. Modify the text according to the guidelines and double check/add the respective links.
- 4. Add the logo. Place your curser 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 er



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"

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6. Click "Save".