

Saint Louis Public Schools

Email Signature FAQ

Why is the district introducing a new email signature?

Using one consistent email signature helps create a professional and recognizable appearance across the district while ensuring contact information is presented clearly and consistently.

When do I need to start using the new email signature?

The new email signature template becomes the approved district standard beginning August 3. Employees should begin using it for all district email communications.

Do I have to include a photo?

No. Two templates are available: one with a professional photo and one without. You may choose the version that best fits your preference.

Can I use my school logo instead of my photo or include it in addition to my photo?

No. To maintain a consistent district brand across all communications, school logos should not be added to the approved email signature. Please use either the approved template with a professional photo or the version without a photo.

Do I need a Canva account?

Yes. The templates are hosted in Canva. You can create a free Canva account, or, as an educator, you may qualify for Canva Pro at no cost.

How do I access Canva Pro for free?

Visit Canva for Education and follow the verification process using your educator credentials.

Will the template work if I only have a free Canva account?

Yes. The template can be edited and exported using a free Canva account.

How do I install the signature in Outlook?

Follow the included Step by Step Setup Guide. After editing your template in Canva, export it as an image and import it into your Outlook email signature.

Can I change the colors, fonts, or layout?

To maintain a consistent district brand, please do not modify the design, colors, fonts, or layout. Only update your personal information.

Can I resize or crop the signature?

No. Export the signature at its original size to ensure it displays properly across email clients.

Can I add additional logos, quotes, or graphics?

No. To maintain a consistent district brand, additional logos, graphics, inspirational quotes, social media icons, or other elements should not be added to the approved email signature.

What if my contact information changes?

Simply reopen your Canva template, update your information, export a new image, and replace your Outlook signature.

Who should I contact if I need help?

For assistance, please contact Anel Mehmedovic at anel.mehmedovic@slps.org.