Please find below a Keyano email signature standard.   We ask that you add this to your email for consistency, clarity, and security.  The signature includes your name, title, department, and contact information, but it also includes our branding, links to our social media, and a confidentiality clause.

The instructions are directly below, and then you can copy and paste the 2 different versions of emails into your signature folders.  Please do not hesitate to contact Marketing and Communications if you have any questions.

**Email Signature Instructions:**

**To insert your email signature, please follow the instructions below.**

Open up your Outlook mail.

Go to FILE then OPTIONS

Second tab on left is MAIL.  Click on MAIL

The 3rd section is SIGNATURES, click on the SIGNATURES box.

Click NEW and name your new signature  i.e. External or “Initials” 1,  Reply or “Initials” 2

Copy the logo and text below and paste it into the signature area

Change the information to your own.

Click SAVE, then make your new signature your default in the box to the top right.

**Reply or Internal:**

**Name Here**

Position

Department

**P:** 780.000.0000 | **C:** 780.000.0000

**External:**

**Name Here**

Position

Department

Keyano College

8115 Franklin Avenue

Fort McMurray, AB

T9H 2H7

**P:** 780.000.0000 | **C:** 780.000.0000

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YOU’VE GOT THE POWER

CONFIDENTIALITY: This e-mail message (including attachments, if any) is confidential and is intended only for the addressee. Any unauthorized use or disclosure is strictly prohibited. Disclosure of this e-mail to anyone other than the intended addressee does not constitute waiver of privilege. If you have received this communication in error, please notify us immediately and delete this. Thank you for your cooperation.