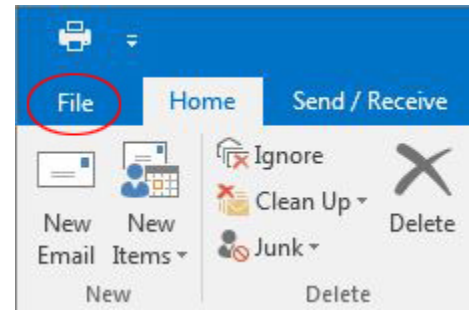
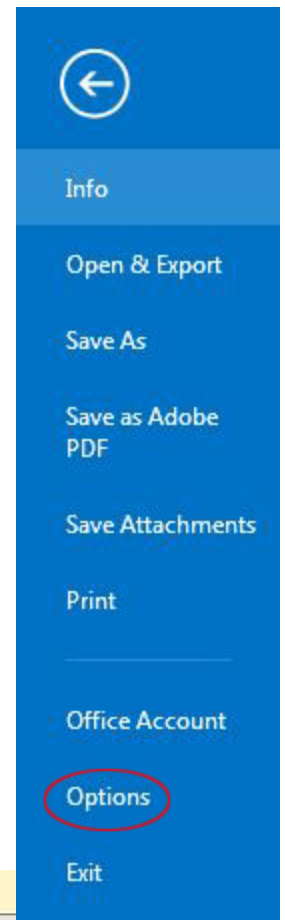


How to Create the St. Martin's Email Signature

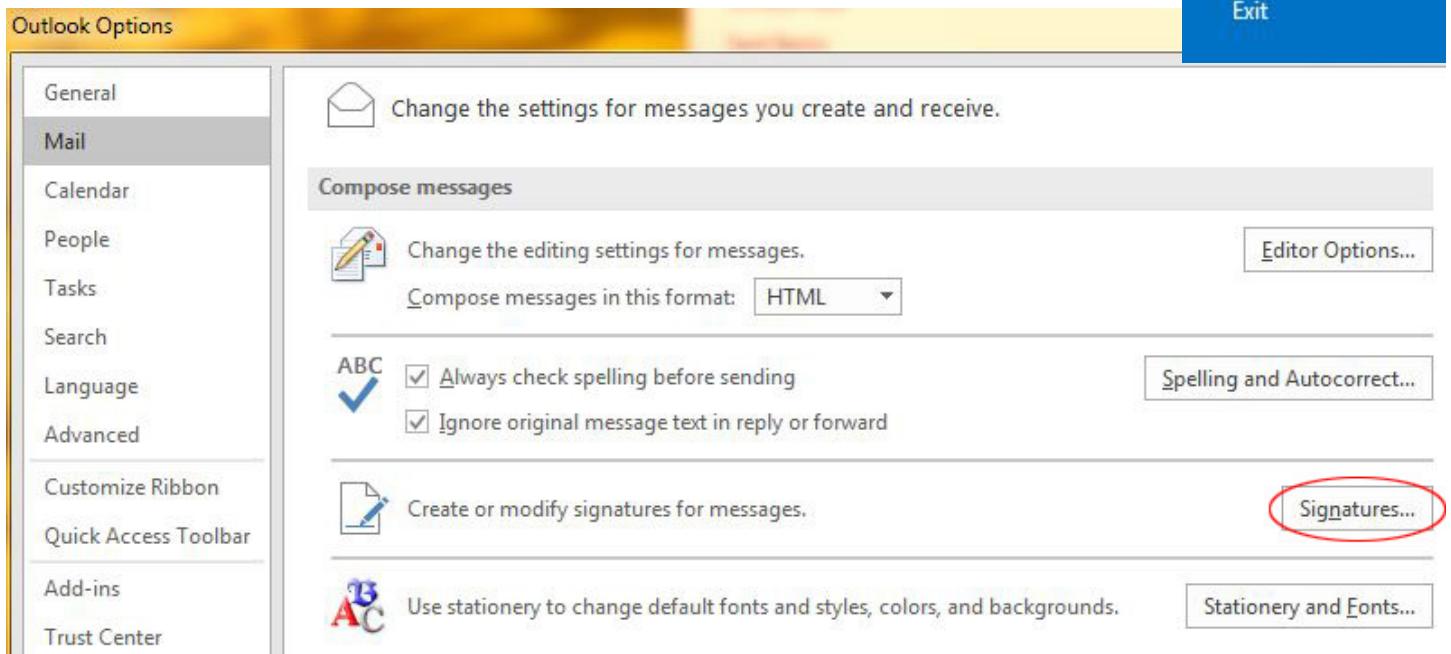
- In Microsoft Outlook, choose File in the top ribbon.

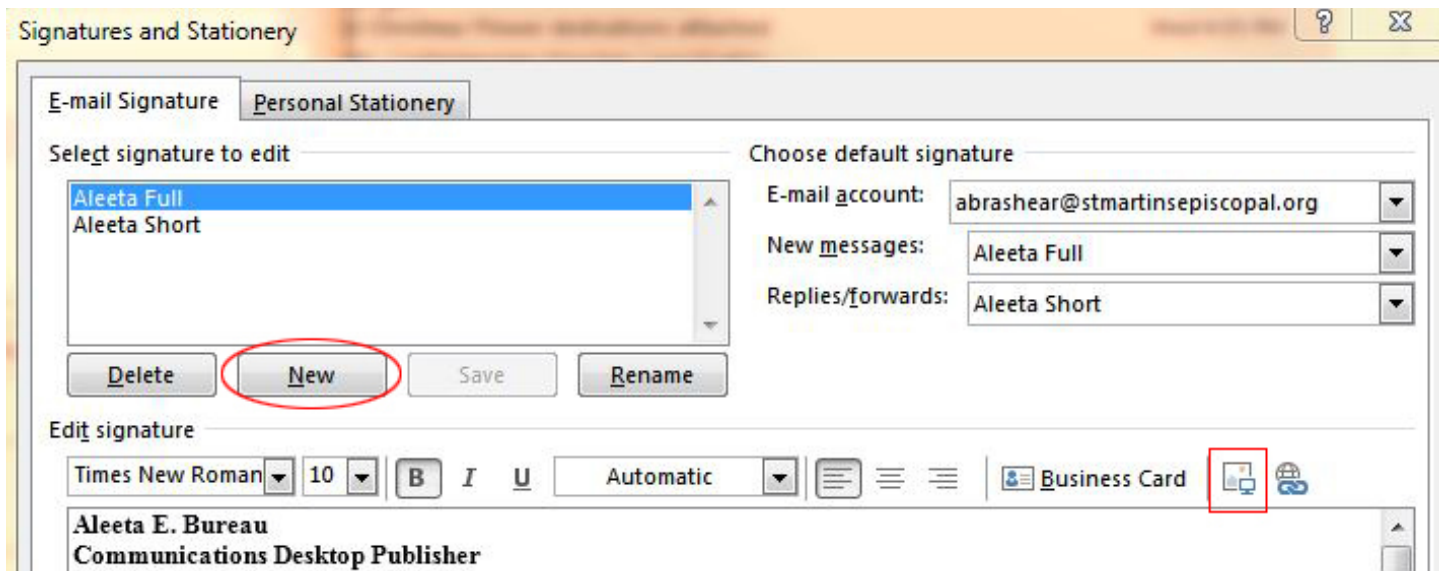


- Then choose Options in the side ribbon.



- When the pop-up window appears, choose Signatures from the options.





- In the Signatures window, click New to begin the signature. The font should be Stone Serif in font size 10. If you do not have Stone Serif, please use Times New Roman. The format should be as follows:

Name (bolded)

Title (bolded)

Office phone number

Mobile phone number (optional)

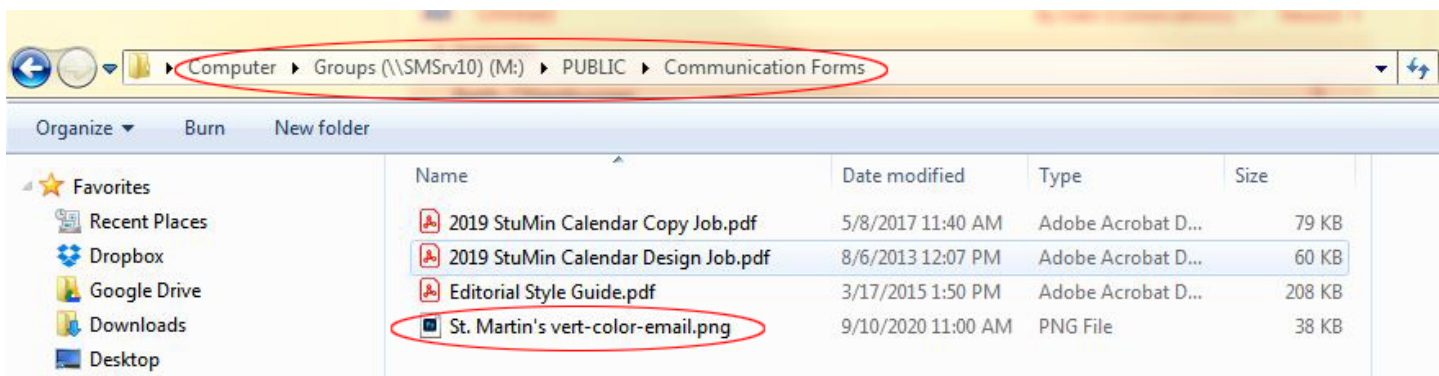
Email address

St. Martin's logo (location of graphic file below—insert graphic via button in red square above)

717 Sage Road, Houston, TX

stmartinsepiscopal.org

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- Signatures may be flush left or centered, as shown below:

Aleeta E. Bureau
Communications Desktop Publisher
713.830.4147 Desk
abureau@stmartinsepiscopal.org



ST. MARTIN'S
EPISCOPAL CHURCH

717 Sage Road, Houston, TX
stmartinsepiscopal.org

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