

SETTING UP YOUR ON-BRAND EMAIL SIGNATURE – MANDATORY

Here are the steps you need to follow to set up your on-brand and accessible email signature. It looks like a lot of steps – but it's a one-time thing and then you are good to go...

Step 1: First, you need to copy the applicable email signature template for your office (or brand). You can access the templates here:

Enterprise branded

L:\MRKT-COMM-PD_2023 Self Serve Branded Items\GreenShield Enterprise\GreehShield Email Signatures.

LOB branded

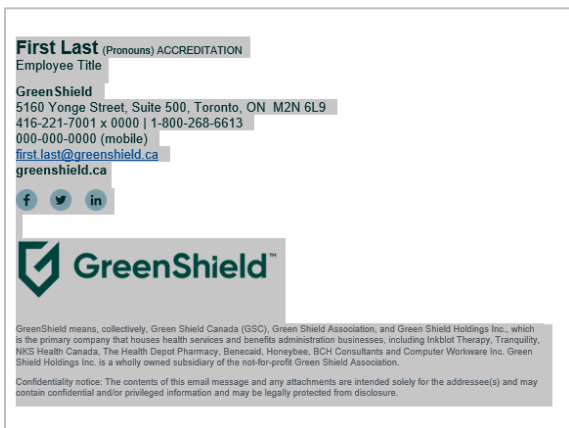
L:\MRKT-COMM-PD_2023 Self Serve Branded Items\GreenShield Lines of Business (LOB)\GreehShield LOB Email Signatures

Step 2: Open the applicable template – it is saved as an Outlook email message. It will look like this:

Name	Date modified	Type	Size
✉ Email Signature Template Toronto 5140.msg	2023/04/10 9:30 AM	Outlook Item	149 KB

Note – if you can't open the email template, someone else likely has it open. Please wait a few minutes and try again.

Step 3: To copy the signature, highlight the full template (If you would like to include an image, please refer to page 3) and hit CTRL+C. It should look like this when highlighted:



Step 4: Close the template email, then navigate to Outlook. Click the **File** tab found within the top navigation menu on the left.

Step 5: Within the navigation menu, click **Options**.

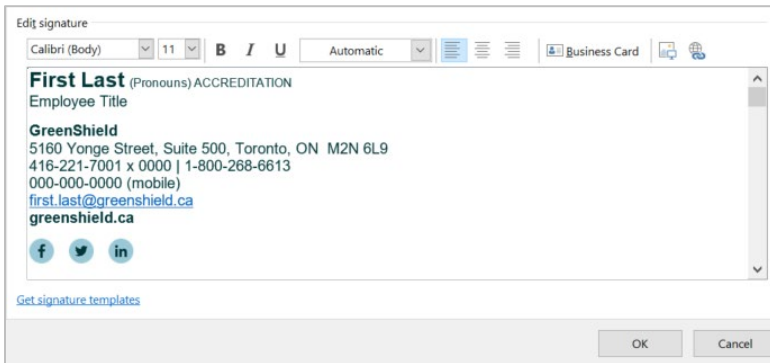
Step 6: In the Outlook options dialog box that appears, click on the **Mail** tab on the left.

Step 7: Under the **Compose messages** heading, click the button on the right that says **Signatures**.

Step 8: Click **New** and type a naming convention for your new signature (ex: JOHN SMITH) and click OK.

Note – if you already have a signature set up, **please create a new one** so that you are starting fresh, and **delete the old one**.

Step 9: In the **Edit signature** box, you need to **paste the email signature template** that you have previously copied. Simply place your cursor in the very top left corner of the box, and click CTRL+V to paste. Here’s what it should look like once pasted:



Step 10: Fill in your **personal information** – name, title, phone extension, mobile (if applicable) and email. Be sure to keep your name and title in Sentence Case. If you want to add any relevant pronouns or designations, they are to be added after your name. Please refer to the following template examples to ensure you are adhering to the correct formatting. Also – please do not add an image of your actual signature (or your name in a cursive font) above this template. We want everyone to have the same, consistent signature.

Step 11: The **corporate email image is optional** to include. See the instructions below on page 3 if you want to add one.

Step 12: Under **Choose default signature** (top right), make sure you select your new signature for both **New messages** AND **Replies/forwards** (otherwise, it will not appear when replying to or forwarding a message). Hit OK twice to close the dialog box.

Step 13: Start composing a new email and voila! Your on-brand email signature has been successfully created in Outlook. Here’s what it should look like (with/without the corporate image):

First Last (Pronouns) ACCREDITATION
Employee Title

GreenShield
5140 Yonge Street, Suite 2100, Toronto, ON M2N 6L7
416-221-7001 x 0000 | 1-800-268-6613
000-000-0000 (mobile)
first.last@greenshield.ca
greenshield.ca



GreenShield means, collectively, Green Shield Canada (GSC), Green Shield Association, and Green Shield Holdings Inc., which is the primary company that houses health services and benefits administration businesses, including Inkblot Therapy, Tranquility, NKS Health Canada, The Health Depot Pharmacy, Beneaid, Honeybee, BCH Consultants and Computer Workware Inc. Green Shield Holdings Inc. is a wholly owned subsidiary of the not-for-profit Green Shield Association.

Confidentiality notice: The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure.

First Last (Pronouns) ACCREDITATION
Employee Title

GreenShield
5140 Yonge Street, Suite 2100, Toronto, ON M2N 6L7
416-221-7001 x 0000 | 1-800-268-6613
000-000-0000 (mobile)
first.last@greenshield.ca
greenshield.ca



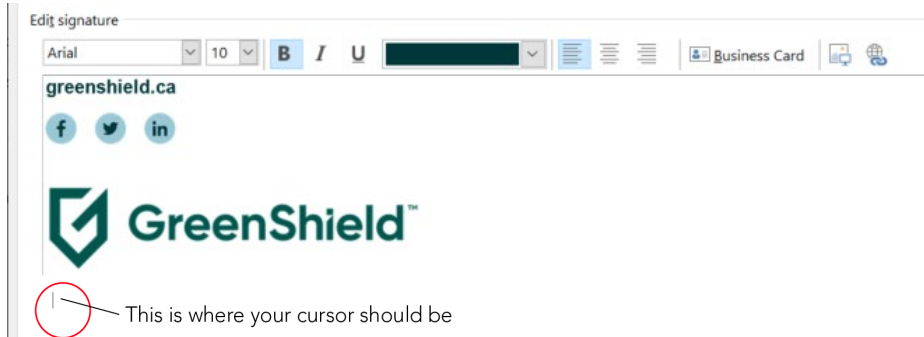
GreenShield means, collectively, Green Shield Canada (GSC), Green Shield Association, and Green Shield Holdings Inc., which is the primary company that houses health services and benefits administration businesses, including Inkblot Therapy, Tranquility, NKS Health Canada, The Health Depot Pharmacy, Beneaid, Honeybee, BCH Consultants and Computer Workware Inc. Green Shield Holdings Inc. is a wholly owned subsidiary of the not-for-profit Green Shield Association.

Confidentiality notice: The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure.

ADDING A CORPORATE EMAIL SIGNATURE IMAGE – OPTIONAL

If you want to insert an email signature image, to get a little more colour in your signature, here are the steps to follow...

Step 1: In the email signature dialog box, place your cursor right underneath your email signature social icons. It should look like this:



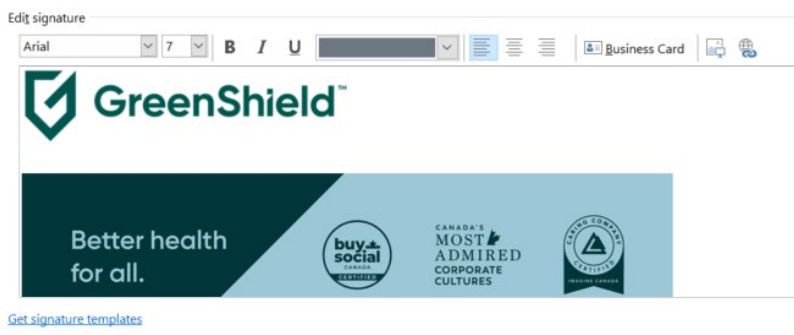
Step 2: Click the **photo** icon on the right.



Step 3: Copy (or navigate to) the following path into the search dialog box listed *File name*:
L:\MRKT-COMM-PD\Email Signature Templates\Images\EN

Step 4: Select the image you want displayed in your e-mail signature (there are lots to choose from) and click **insert**.

Step 5: The image should appear under your personal signature and social icons.



Step 6: Click **OK** twice. Now your emails will include an image at the end.

Any issues, please reach out to marketing@greenshield.ca.