SFC Email Signature Set Up

- Click the gear icon
 Click "See all settings"
 Quick settings
 Quick settings
 See all settings
 See all settings
- 4. Update your **title**
- 5. **Optional**: update your phone extension and/or cell phone. If not desired, remove up until the end of the school number

Signature: (appended at the end of all outgoing messages) Learn more	My signature	1	Î	Hannah Furnberg Marketing Coordinator (4)
	New signature			SFCI SANTA FE CHRISTIAN SCHOOLS 838 ACADEMY DR I SOLANA BEACH. CA 92075 I 858.755.8900 x1031 I m760.415.6525
				Sans Serif ▼ T ▼ B I <u>U</u> <u>A</u> ▼ G⊃ E ₹ } = ▼

- 6. Scroll up to "Default text style"
- 7. Select the **Verdana font** and make the **text color black**

6 De	efault text style: Ise the 'Remove formatting'	Verdana 7 T - A - X
bu de	utton on the toolbar to reset the efault text style)	This is what your body text will look like.

8. Scroll down to the bottom and "Save Changes"

DO NOT change the font, font size, color or add credentials, photos, Bible verses, or quotes.