# *Email Signatures*

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| Contact Information | Make sure that you include: <br> • Name <br> • Position <br> • Company Name <br> • Preferred Method of Contact (phone or email) <br><br> Consider these other options (maximum of 2 others): <br> • Website URL <br> • Skype <br> • Twitter <br> • Facebook <br> • LinkedIn <br> • YouTube video <br> • Company Address |
| Pictures | Things to consider prior to adding a picture or graphic: <br> • How big is the picture? Will it bog up inboxes? <br> • Will it be perceived to be spam? <br> • Will it show up the way I want on all screens and operating systems (including phones)? <br> • Is there another way to create a similar effect? |
| Updates | Announcements can be included in the signature to tell customers about new product or services, or to distribute changes within the company (mergers, sales, etc.) |
| Confidential Information | This email may contain confidential and privileged information for the sole use of its addressees.  If you are not the intended recipient, you are prohibited from any disclosure, copying, or distribution of its contents and requested to please contact the sender and destroy all copies. |
| Environmental Information | Please consider the environment before printing this e-mail. |