

Email Signature Guidelines

Main Design



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How to create your own signature

1. Name: Enter your full name.



2. Position: Enter your employee position.



3. Department: Enter your employee department.



Example:

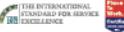
To follow



To avoid

Make sure to enter it without abbreviation.

EMPLOYEE NAME
Employee Position
I.T.
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@msaexpress.com

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Make sure not to type the word "department".

EMPLOYEE NAME
Employee Position
I.T. Department
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@msaexpress.com

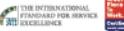
  

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4. City and Country: Enter your city and country.

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@msaexpress.com

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Example:

To follow

EMPLOYEE NAME
Employee Position
Employee Department
Riyadh - Kingdom of Saudi Arabia
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@msaexpress.com

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To avoid

Make sure to enter it without abbreviation.

EMPLOYEE NAME
Employee Position
Employee Department
Riyadh - K.S.A.
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@msaexpress.com

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5. Telephone: Enter the number.

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@msaexpress.com

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Example:

To follow

Make sure to space the digits as per the guide.

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@smsaexpress.com



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To avoid

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +9660000000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@smsaexpress.com



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6. Extension Number: Enter the number.

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 **EXT 0000**
M +966 00 0000000 F +966 00 00000000
E employee@smsaexpress.com



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Example:

To follow

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 **EXT 0000**
M +966 00 0000000 F +966 00 00000000
E employee@smsaexpress.com



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To avoid

Do not insert any space as per the guide.

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 **EXT 00 00**
M +966 00 0000000 F +966 00 00000000
E employee@smsaexpress.com



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7. Mobile Number: Enter the number.

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@smsaexpress.com



Example:

To follow

Make sure to space the digits as per the guide.

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@smsaexpress.com



To avoid

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 0000
M +9660000000000 F +966 00 00000000
E employee@smsaexpress.com



To follow

If you don't want to disclose your number. Do not type anything and leave it empty.

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@smsaexpress.com



To avoid

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@smsaexpress.com



8. Fax Number: Enter the number.

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@smsaexpress.com



Example:

To follow

Make sure to space the digits as per the guide.

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@smsaexpress.com



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To avoid

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@smsaexpress.com



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9. Employee Email Address: Enter your email address.

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@smsaexpress.com



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10. Make sure not to remove and add any logo.

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@smsaexpress.com



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To avoid

EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@smsaexpress.com



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EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@smsaexpress.com



EMPLOYEE NAME
Employee Position
Employee Department
City - Country
T +966 00 0000000 EXT 0000
M +966 00 0000000 F +966 00 00000000
E employee@smsaexpress.com



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