


Approved Email Signature

DIRECTIONS:

1. Please use the below templates on Page 2 of this document and fill in your information; name, contact information, location, title, etc.
2. You are not required to include both an office phone number and cell phone number.
 - a. If you would only like to include one, please delete the other.
 - b. If you only use one phone number, you do not need to add O: or C: in front of the phone number.
3. You are also not required to include the two **optional** lines (Pronouns and/or LinkedIn profile). If you choose to not include these in your signature, please delete.
4. When updating your email address and/or LinkedIn profile URL, please right click on the URL and select *Edit Hyperlink*. Paste your email address and/or profile URL into the pop-up box accordingly.
 - a. If done correctly the link should remain our approved **EOI blue**
 - b. However, if the color changes, please highlight the URL and change to our **EOI blue Hex Color #3D7EDB**.
 - i. Highlight text
 - ii. Right click and select *Font*
 - iii. Under *Font color*, select *More colors*
 - iv. Paste **#3D7EDB** in the *Hex:* box and select *Ok*
 - v. Please see Page 5 for screenshots if additional clarification is needed
5. Once you've updated the below template with your information, copy your signature into Gmail or Outlook. Detailed instructions on Page 3 and 4.

 to highlight everything simply click this icon until everything is highlighted in the box

First Name Last Name Job Title Pronouns (optional) EOI Service Company, LLC Celebrating Over 40 years of Excellence	O: 000-000-000 C: 000-000-000 youremail@eoiservice.com www.eoiservice.com 1820 E. 1st St. Suite 400 Santa Ana, CA 92705
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Simplify your enrollment process. [Learn more about our services today!](#)
Let's connect on [LinkedIn](#). **(optional)**

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient (s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

SIGNATURE TEMPLATES

Outlook Version:

First Name Last Name

Job Title

Pronouns *(optional; e.g. He/Him/His)*

EOI Service Company, LLC

Celebrating Over 40 Years of Excellence

O: 000-000-000

C: 000-000-000

youremail@eoiservice.com

www.eoiservice.com

1820 E. 1st St. Suite 400

Santa Ana, CA 92705

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Let's connect on [LinkedIn](#). *(optional)*

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Gmail Version:

First Name Last Name

Job Title

Pronouns *(optional)*

EOI Service Company, LLC

Celebrating Over 40 Years of
Excellence

O: 000-000-000

C: 000-000-000

youremail@eoiservice.com

www.eoiservice.com

1820 E. 1st St. Suite 400

Santa Ana, CA 92705

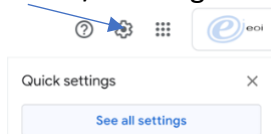
Simplify your enrollment process. [Learn more about our services today!](#)

Let's connect on [LinkedIn](#). *(optional)*

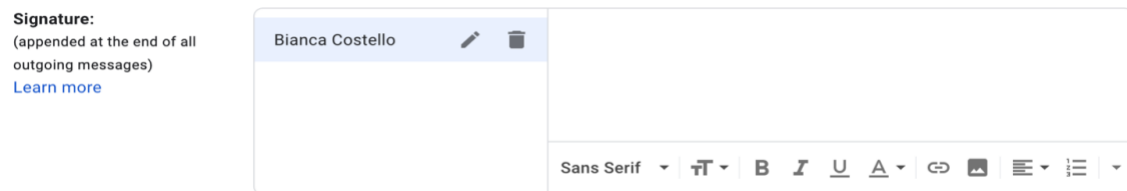
***CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient (s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. ***

Gmail Instructions:

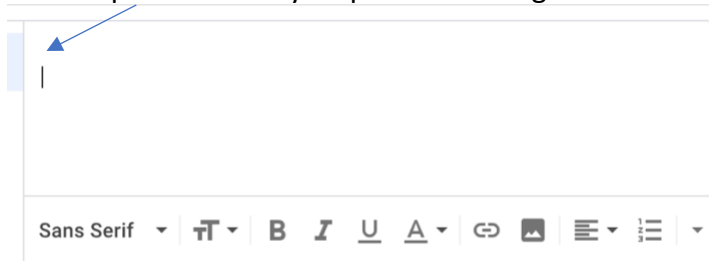
1. Gear / Setting Icon > See all settings



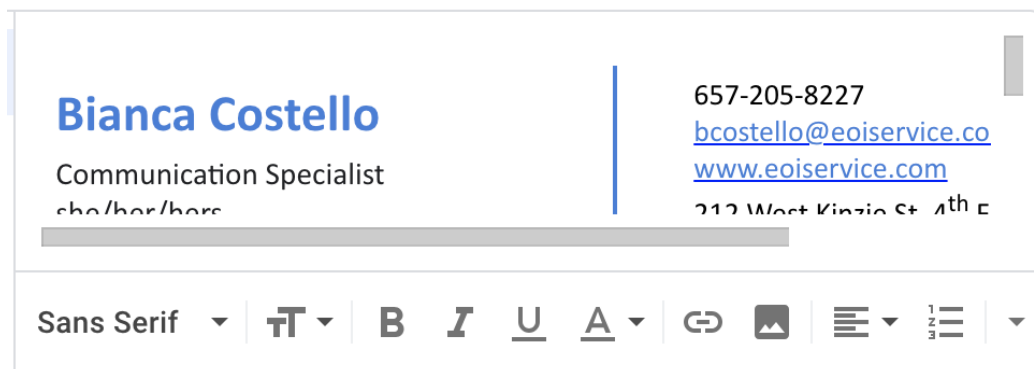
2. Scroll down to Signature



3. Delete Old Signature or Create New Signature
4. Add a space before you paste New signature



5. Paste New Signature



6. Ensure you have the correct signature being used on emails
7. Please ensure you have box checked under "insert signature before quoted text"

Signature defaults

FOR NEW EMAILS USE

ON REPLY/FORWARD USE

Bianca Costello ▼

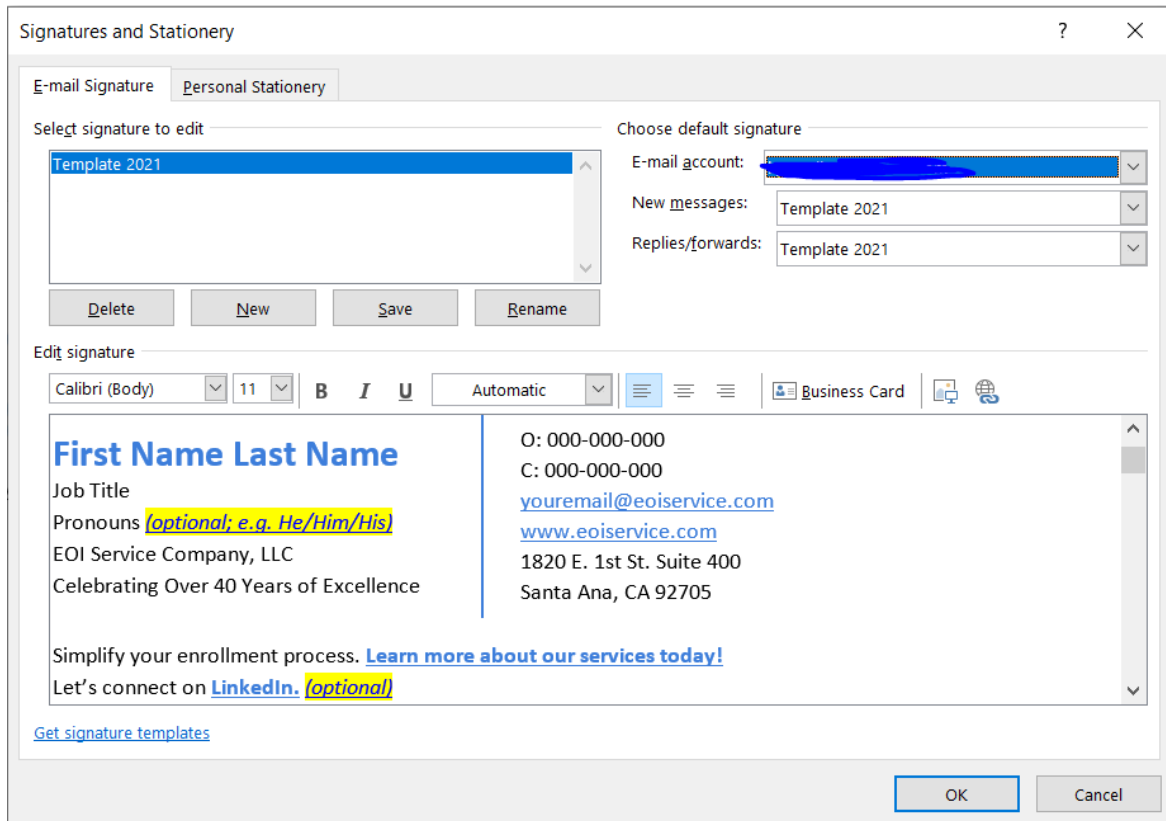
Bianca Costello ▼

- Insert signature before quoted text in replies and remove the "--" line that precedes it.

8. Save Changes

Outlook Instructions:

1. Open *New Email*
2. Select *Insert* → *Signature* → *Signatures...*
3. Select *New*
4. Hit *Enter* on your keyboard to add a line before you paste new signature
5. Paste Outlook version of signature into text box
6. Make sure you select your new email signature as the default signature for both *New messages* and *Replies/forwards*
7. Delete previous signature
- 8.



9. Select *Ok*

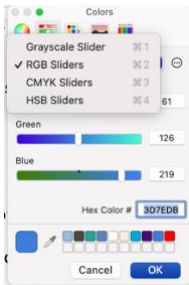
DETAILED HYPERLINK INSTRUCTIONS:

Changing Fonts to EOI Blue:

1. Go to Colors > More Colors



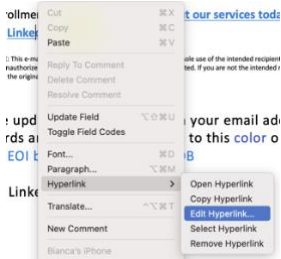
2. Select RGB Sliders



3. Enter HEX Color

To update the LinkedIn link, follow the below steps:

1. Right Click > Hyperlink > Edit Hyperlink



2. Replace the address with your LinkedIn address and select OK

