



Creating/updating your Outlook email signature(s) for Starbridge June 2016

Please create/update your email signature(s) in Outlook, any webmail interfaces, and on your smartphones (if applicable) using the format below.

Your email signature should contain the following:

(Your name)
(Your job title)
Starbridge
1650 South Avenue, Suite 200
Rochester, NY 14620
Direct Phone #: 585-224-.... (or whatever is appropriate)
Direct Fax #: 585-224-.... (or whatever is appropriate)

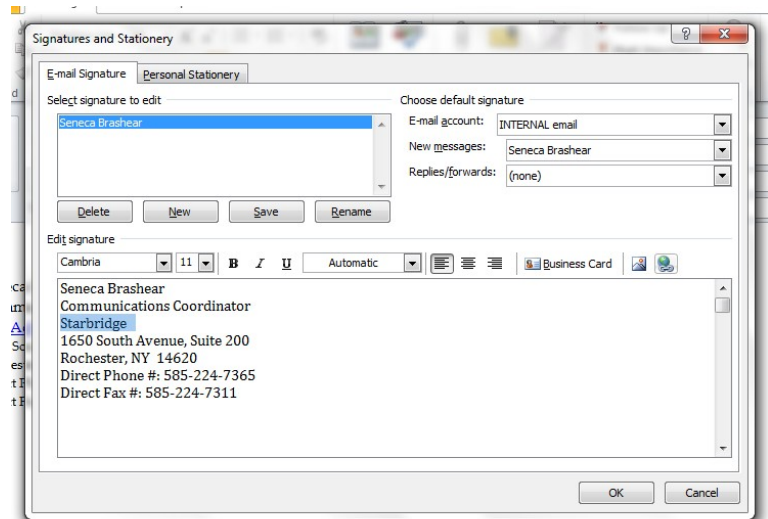
Our logo will automatically be included below the signature area for all external emails. You do not need to add the logo.

Please use a standard font, not a script font, for your signature so that it is most readable for the widest range of readers.

If your email signature still contains the confidentiality notice, please remove it. A confidentiality notice is automatically appended to all messages that go to external email addresses.

Please insert a hyperlink to give email recipients a way to reach our website:

- Highlight the word Starbridge.
- While Starbridge is selected, click the “Insert Hyperlink” button (looks like a globe with a chainlink underneath).





- In the “Insert Hyperlink” dialog box, choose the “Existing File or Web Page” button on the top left.
- The “Text to display” field should show “Starbridge”.
- In the “Address” field at the bottom, please type in www.starbridgeinc.org.
- Click “OK”.

