



Email Signature Blocks

Here is the format for email signature blocks for the 2025-26 executive. Please copy this block into your email settings

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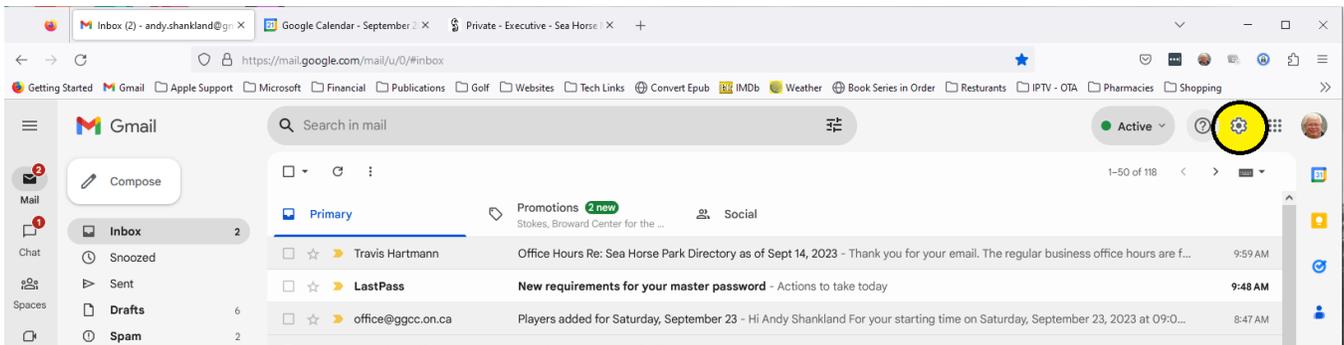


How to setup Signature Block in Gmail

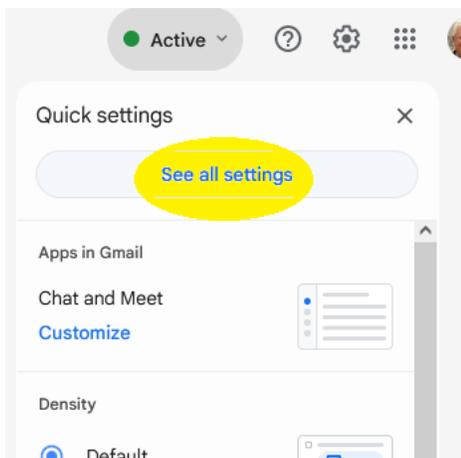
In Gmail the top right area in yellow is the settings for your email account.



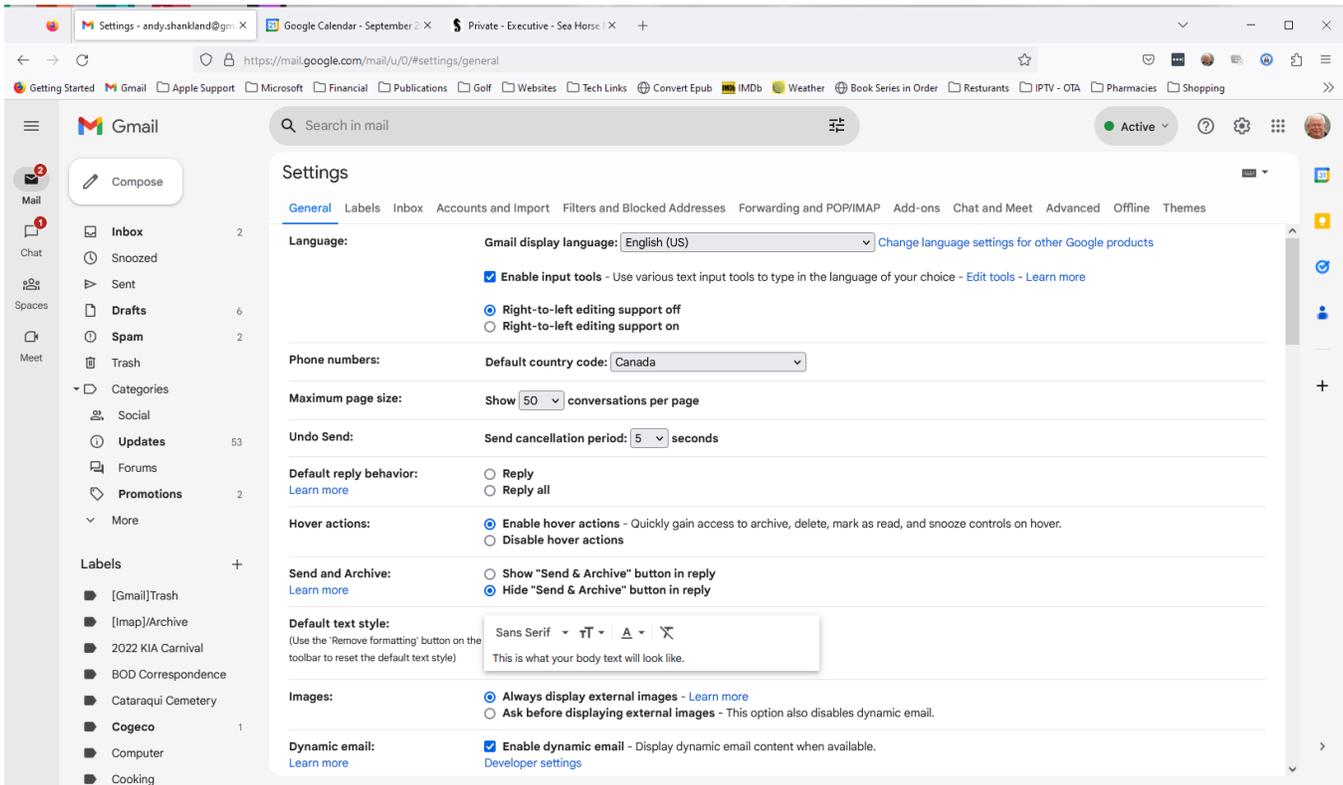
Press this gear icon to enter your settings area.



The settings dialogue box will be displayed next as shown below.



When the settings come up on your screen press the “See all Settings” highlighted in yellow



Scroll down the setting page until you come to the signature area.



In the signature area type in your signature block or copy from the signature blocks provided at the front of this document.

Signature:
(appended at the end of all outgoing messages)
[Learn more](#)

Andy BOD Secretary

My signature

Suzanne

Andy Shankland
Secretary, Board of Directors
Sea Horse Park Homeowners Association Inc.
8424 Bay Pines Blvd., St Petersburg, FL, 33709
613-540-1585 www.seahorsepark.net

Sans Serif | tT | B | I | U | A |

[+ Create new](#)

Signature defaults

FOR NEW EMAILS USE ON REPLY/FORWARD USE

My signature ▼ My signature ▼

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

Enter the text you want to display as your signature block and use the format area as required. You normally want normal text and to provide the link information to your website. You can also use the signature blocks provided at the front of this document as recommended by the Board of Directors. Press the Create new link to display a signature name dialogue box for your signature reference name and the following dialogue menu will be displayed.

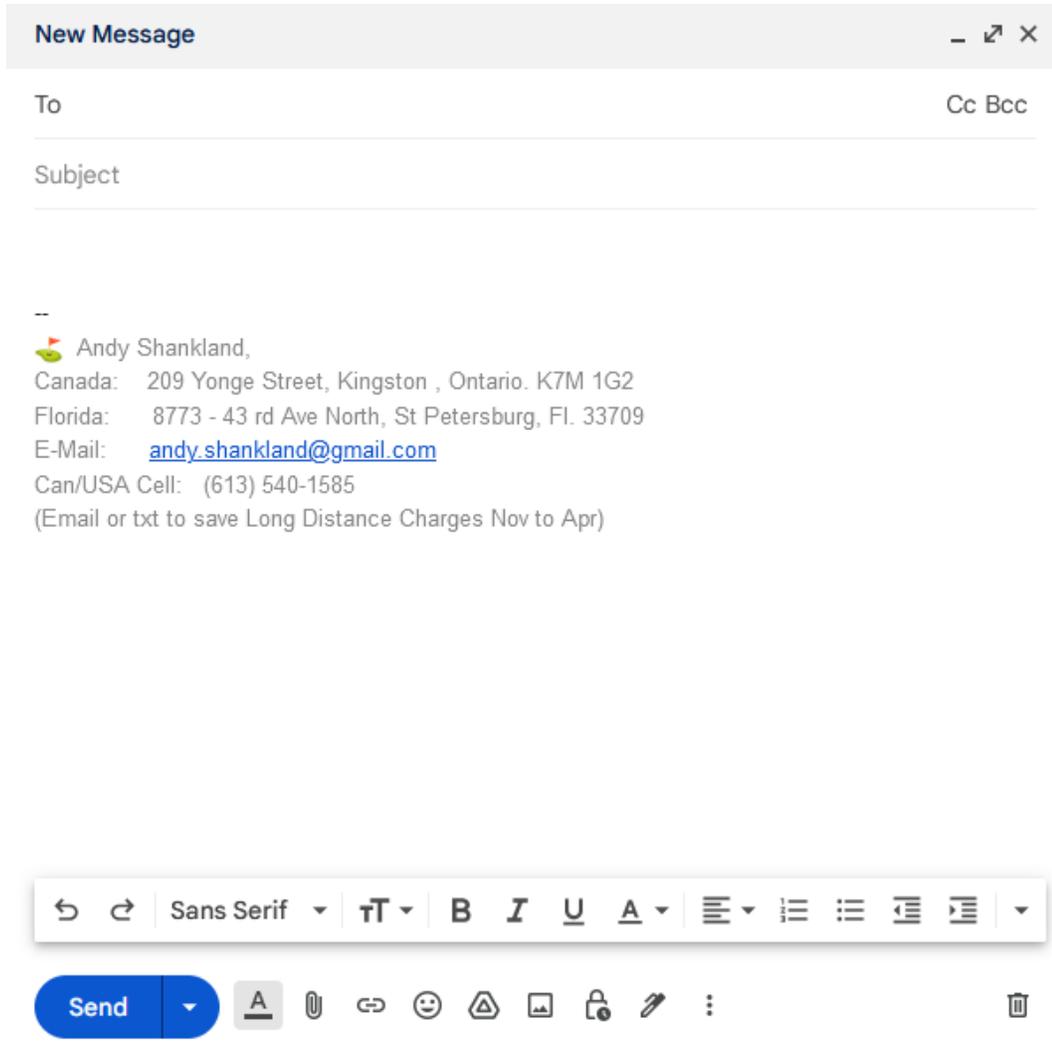
Name new signature

Type in your signature block name and press the create button. Scroll to the bottom of your settings page and press the Save Changes button.

Only send a response to people in my Contacts

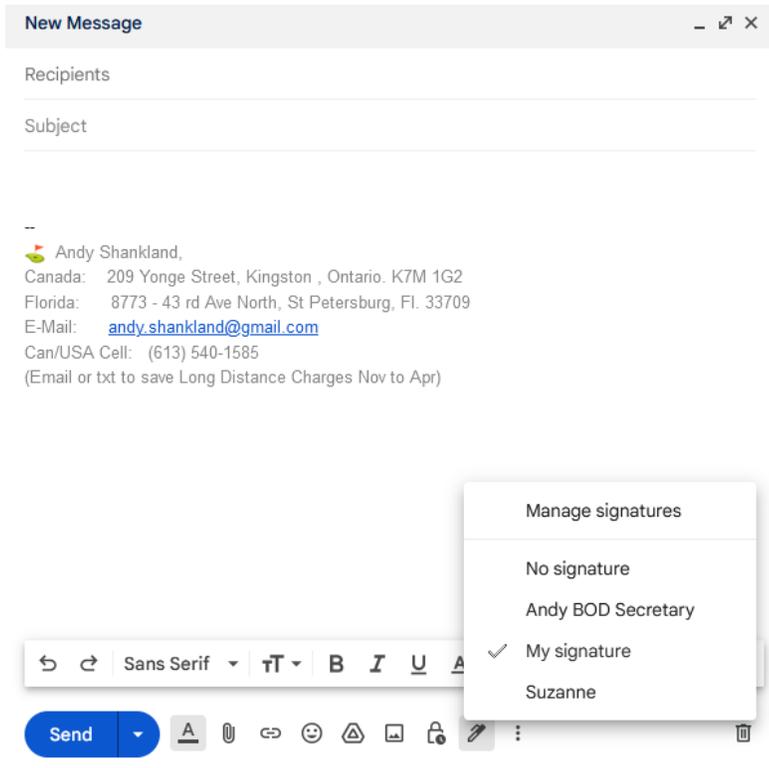


Return to your email page and select the compose button for a new email message

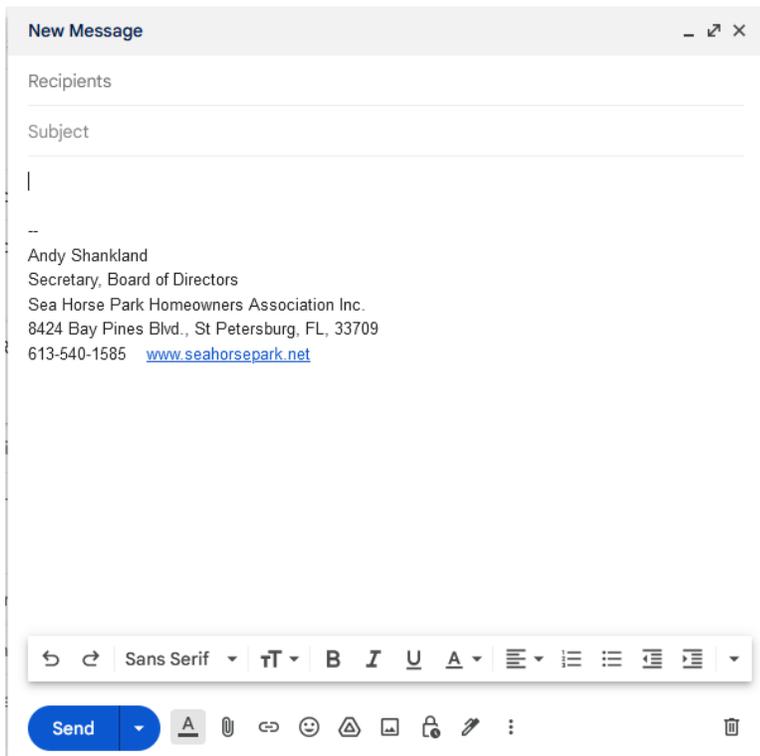


At the bottom of the compose dialogue box you will see an icon  that looks like a pen .

Press the pen icon to display signature blocks that you have created for different purposes.



You will be presented with a dialogue box where you choose the signature block that you want and the signature block will be displayed in the new dialogue box.



In the dialogue box to the left you will see the new signature block that you selected.

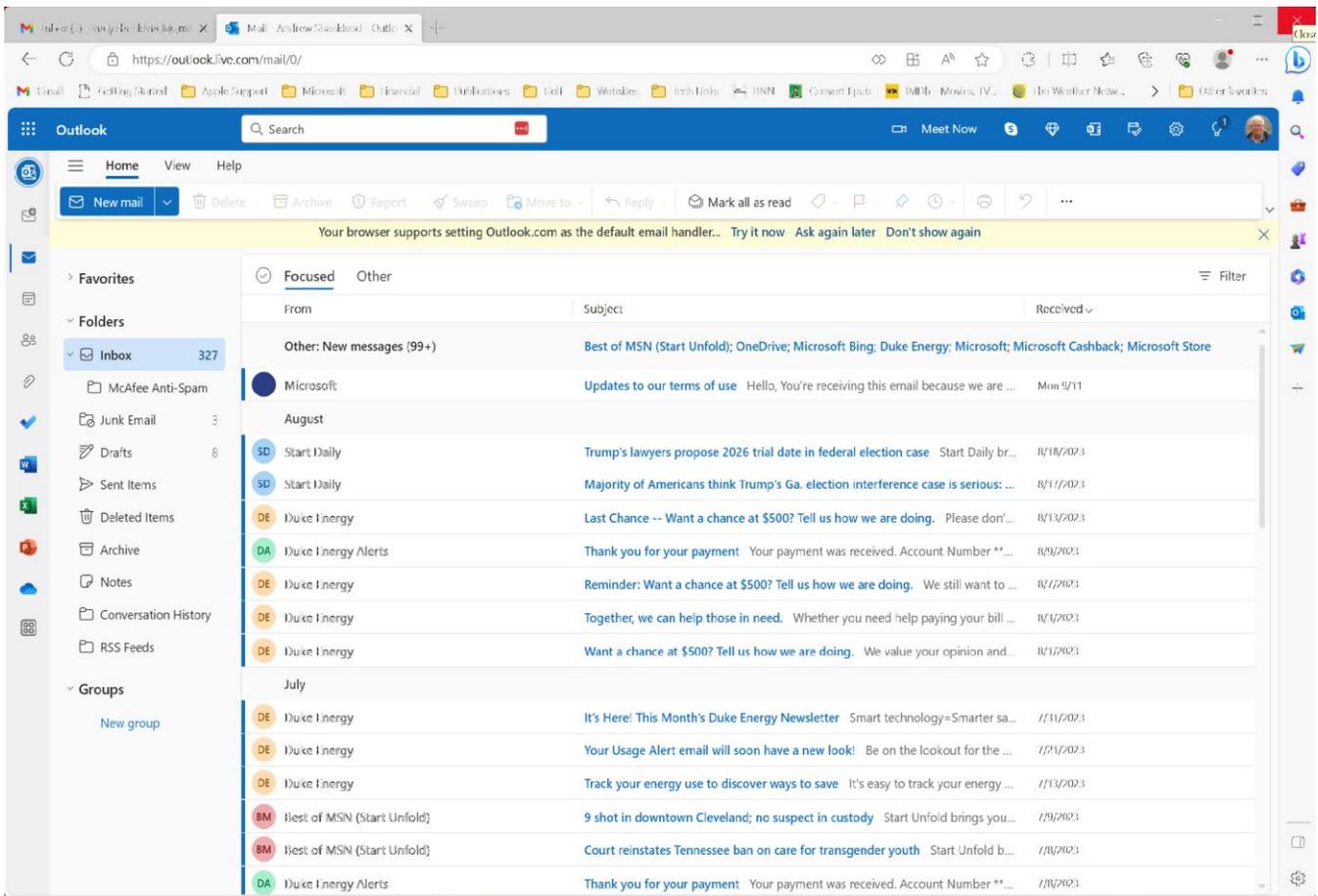
Now continue with filling in the compose New Message menu dialogue box and add your email message content.



How to setup the Signature Block in Outlook



Press this gear icon in the top right area to enter your settings area.





The following is the Mail then Compose and Reply dialogue box as displayed below.

Settings

Search settings

- General
- Mail**
- Calendar
- People
- Premium

Compose and reply

- Layout
- Compose and reply**
- Attachments
- Rules
- Sweep
- Junk email
- Customize actions
- Sync email
- Message handling
- Forwarding
- Automatic replies
- Subscriptions

Compose and reply

Email signature

Edit and choose signatures that will be automatically added to your email message.

Create and edit signatures

+ New signature

Regular Rename Delete

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Select default signatures

For New Messages: Executive Signature Block

For Replies/Forwards: Regular

Message format

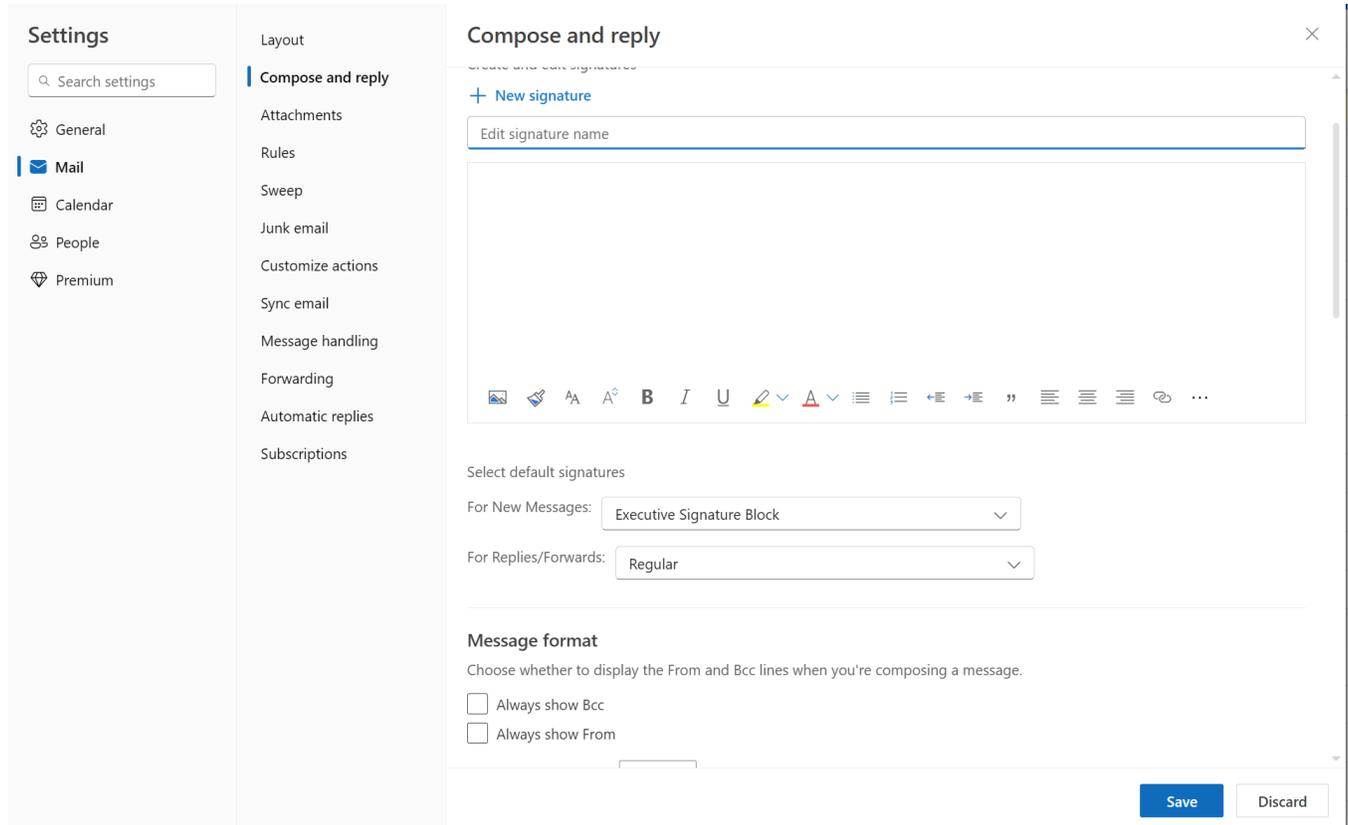
Save Discard

Regular ▼ Rename Delete

- Secretary Sea Horse Board
- Executive Signature Block
- ✓ Regular



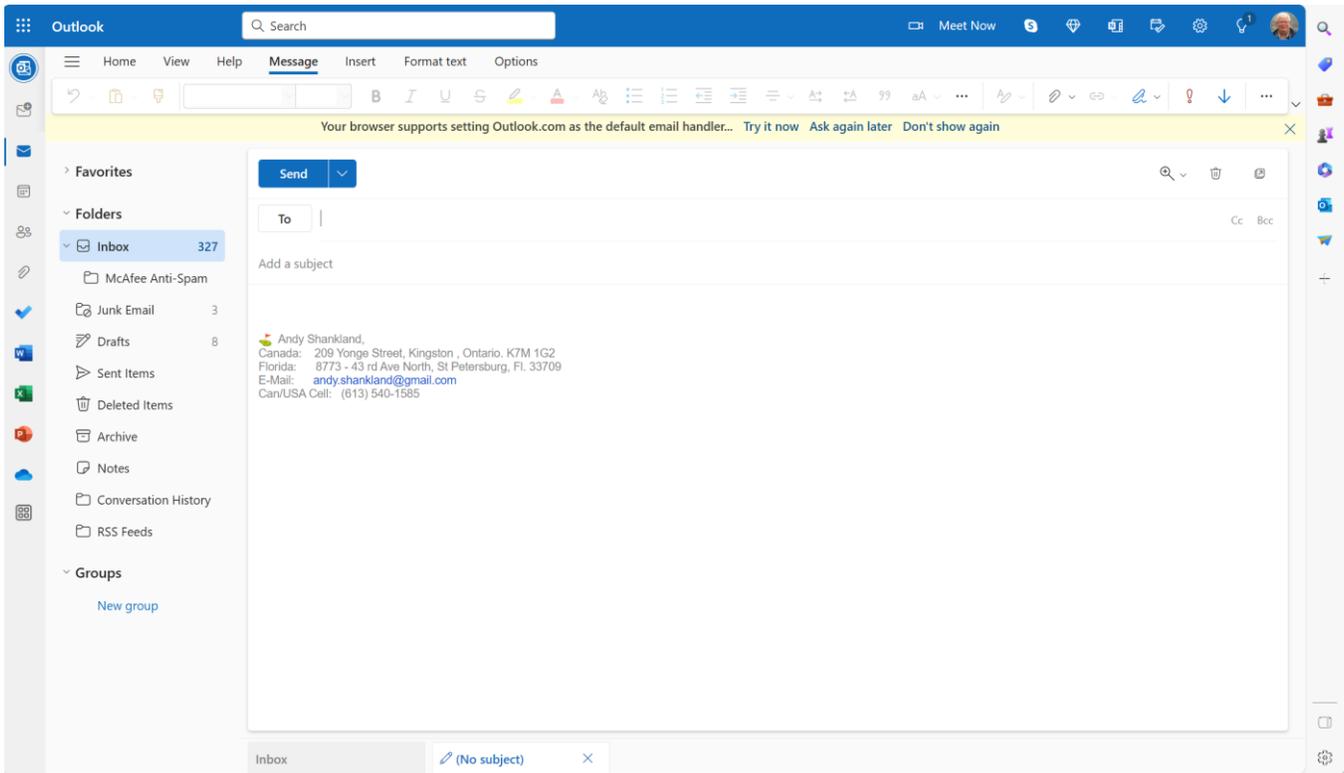
When you select the + New Signature you will be presented with a blank area to fill in your desired signature block. You can also copy paste the recommended signature block provided at the front of the document provided by the Board of Directors.



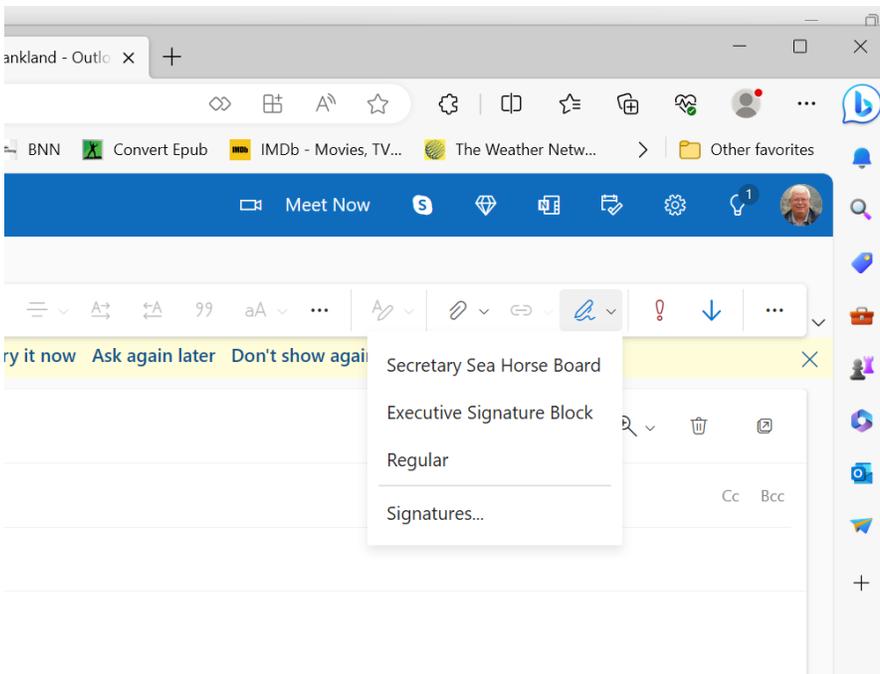
Fill in the information for the new signature block (or copy provided). You can also identify your default signature block for each time you want to compose an email in Outlook.

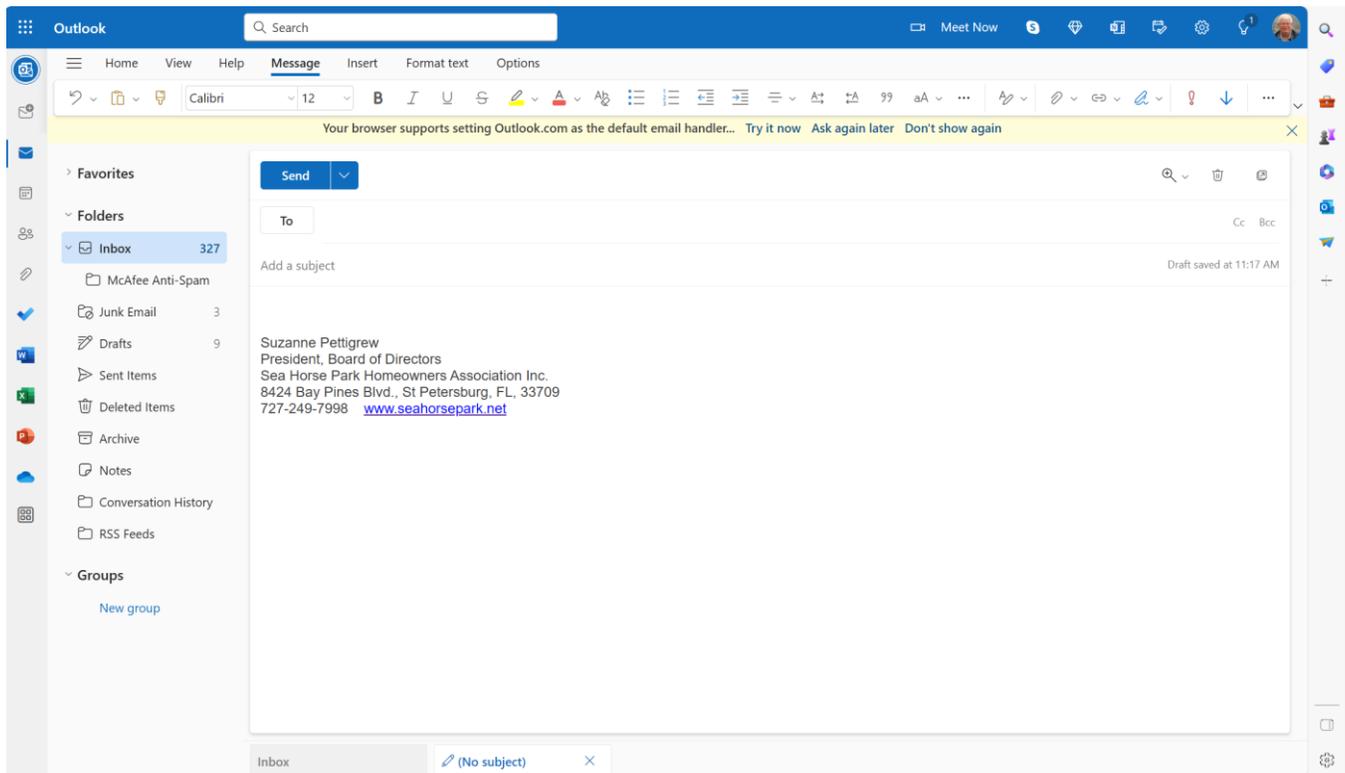
You need to Save your input by pressing the Save button in the bottom right corner.

When you compose a new email in Outlook your default signature block will be displayed as shown in the screen shot displayed on the next page.



 In the top corner of the Outlook ribbon menu there is a pen icon that you can press to select another signature block if desired as shown below.





As you see above a new signature block is inserted to place the default signature block. Now simply provide the rest of the information in your email before sending.