

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

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

Press this gear icon to enter your settings area.

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



When the settings come up on your screen press the "See all Settings" highlighed in yellow



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	Labels	+	Send and Archive:	○ Show "Send & Archive" button in reply			
	[Gmail]Trash		Learn more	Hide "Send & Archive" button in reply			
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	2022 KIA Carnival		(Use the 'Remove formatting' button on the toolbar to reset the default text style)	This is what your body text will look like.			
	BOD Correspondence	9					
	Cataraqui Cemetery		Images:	Always display external images - Learn more Ask before displaying external images - This option also disables dynamic email.			
	Cogeco	1	Dynamic email:	Z Enable dunamic email - Display dunamic email content when available			,
	Computer		Learn more	Developer settings		~	í
	Cooking						

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.

(appended at the end of all outgoing	Andy BOD Secretary	/ 🔟	Andy Shankland Secretary, Board of Directors
messages) Learn more	My signature Suzanne		Sea Horse Park Homeowners Association Inc. 8424 Bay Pines Blvd., St Petersburg, FL, 33709 613-540-1585 <u>www.seahorsepark.net</u>
			Sans Serif • T • B I U A • © 🖬 🗄 • 🗄 •
	+ Create new		
S	Signature defaults	ON REPL	Y/FORWARD USE
ſ	My signature 🗸 🗸	My sig	nature 🗸

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		
Signature name		
	Cancel	Create

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

Save Changes Cancel

a,



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

ew Message	_ 2* ×
	Cc Bcc
bject	
; Andy Shankland, inada: 209 Yonge Street, Kingston , Ontario. K7M 1G2 orida: 8773 - 43 rd Ave North, St Petersburg, Fl. 33709 Mail: <u>andy.shankland@gmail.com</u> in/USA Cell: (613) 540-1585 mail or txt to save Long Distance Charges Nov to Apr)	
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Press the pen icon to display signature blocks that you have created for different purposes.



New Message	_ L ²¹ ×
Recipients	
Subject	
 Andy Shankland, Canada: 209 Yonge Street, Kingston, Ontario. K7M 1G2 Florida: 8773 - 43 rd Ave North, St Petersburg, Fl. 33709 E-Mail: andy.shankland@gmail.com Can/USA Cell: (613) 540-1585 (Email or txt to save Long Distance Charges Nov to Apr) 	
	Manage signatures
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5 순 Sans Serif • TT • B I 민 A	My signature Suzanne
Send 🗸 🖞 🖘 😳 🛆 🖬 🔓 🖉	: 0

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.

New Message	_ 2 ×
Recipients	
Subject	
1	
Andy Shankland	
Secretary, Board of Directors Sea Horse Park Homeowners Association Inc.	
8424 Bay Pines Blvd., St Petersburg, FL, 33709	
613-540-1585 <u>www.seanorsepark.net</u>	
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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

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

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•		DE Duke Energy	Reminder: Want a chance at \$500? Tell us how we are doing. We still want to 8///2023	
88	Conversation History	DE Duke linergy	Together, we can help those in need. Whether you need help paying your bill 8/3/2023	
	C RSS Feeds	DE Duke Energy	Want a chance at \$500? Tell us how we are doing. We value your opinion and 8/1/2023	
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	New group	DE Duke Energy	It's Here! This Month's Duke Energy Newsletter Smart technology=Smarter sa 7/31/2023	
		DE Duke Energy	Your Usage Alert email will soon have a new look! Be on the lookout for the 7/21/2023	
		DE Duke Energy	Track your energy use to discover ways to save It's easy to track your energy 7/13/2023	
		BM Best of MSN (Start Unfold)	9 shot in downtown Cleveland; no suspect in custody Start Unfold brings you 1/9/2/03	
		BM Best of MSN (Start Unfold)	Court reinstates Tennessee ban on care for transgender youth Start Unfold b //8/2003	
		DA Duke Energy Alerts	Thank you for your payment Your payment was received. Account Number ** //8/2023	-



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

Settings	Layout	Compose and reply	×
Q. Search settings Image: Search settings	Compose and reply Attachments Rules Sweep Junk email Customize actions Sync email Message handling Forwarding Automatic replies Subscriptions	compose and repry Email signature Create and edit signatures + New signature Regular Rename Delete Image: Andy Shankland, Canada: 209 Yonge Street, Kingston, Ontario. K7M 1G2 Florida: 8773 - 43 rd Ave North, SI Petersburg, FL 33709 E-Mair: andy Shankland@gmail.com Can/USA Cell: (613) 540-1585 Steet default signatures Image: Image: An A ^o B I U Image: An A ^o K Image:	
		For Replies/Forwards: Regular Message format Save Disce	ard

Regular 🗸	Rename Delete Sea Horse Board Signature Block	
Secretary Sea Horse Board		
Executive Signature Block		
✓ Regular		



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

Settings	Layout	Compose and reply	×
Settings ② Search settings ③ General ☑ Mail ☑ Calendar ④ People ♥ Premium	Layout Compose and reply Attachments Rules Sweep Junk email Customize actions Sync email Message handling Forwarding Automatic replies Subscriptions	Compose and reply New signature Edit signature name $\blacksquare \ \ A \ A^{\circ} \ B \ I \ \sqcup \ \swarrow \lor A \lor \equiv = + \equiv + \equiv , = \equiv \equiv \odot \dots$ Select default signatures For New Messages: Executive Signature Block \checkmark For Replies/Forwards: Regular	
		Message format Choose whether to display the From and Bcc lines when you're composing a message. Always show Bcc Always show From	ard

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 inut 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.



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	➢ Sent Items	Florida: 8773 - 43 rd Ave North, St Petersburg, Fl. 33709 E-Mail: andy-shankland@gmail.com				
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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.

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88	Conversation History		
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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.