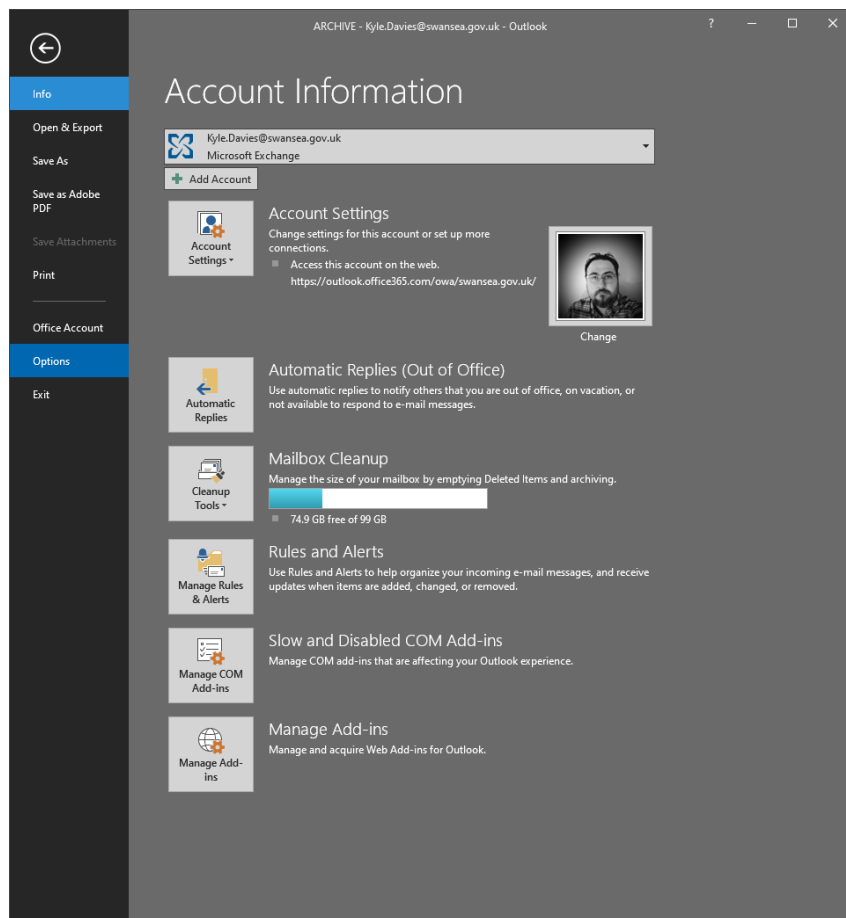
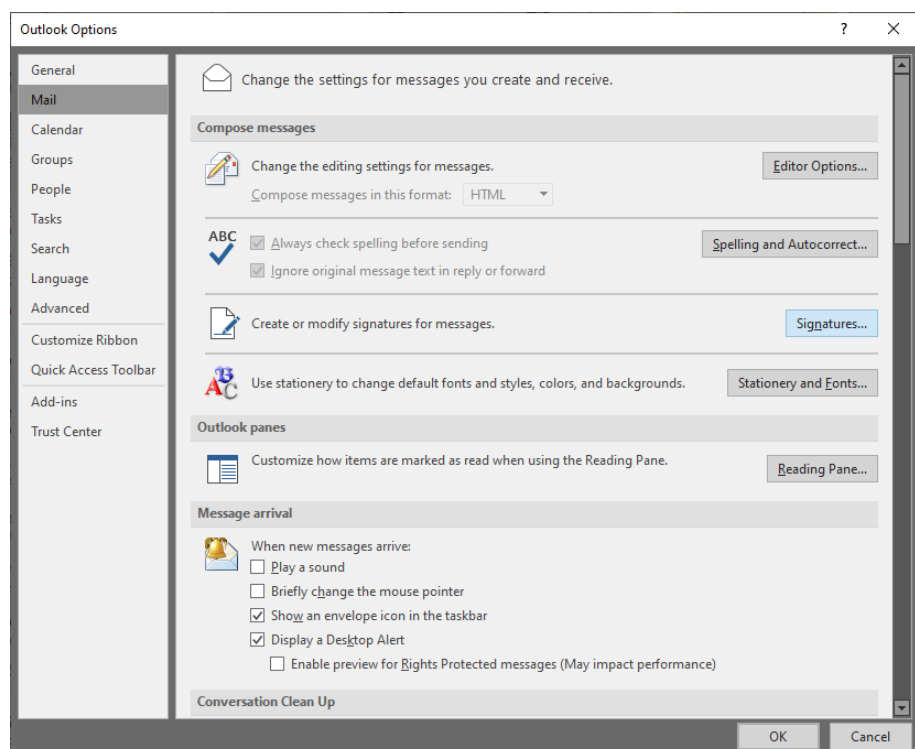


Adding a Signature to your Email

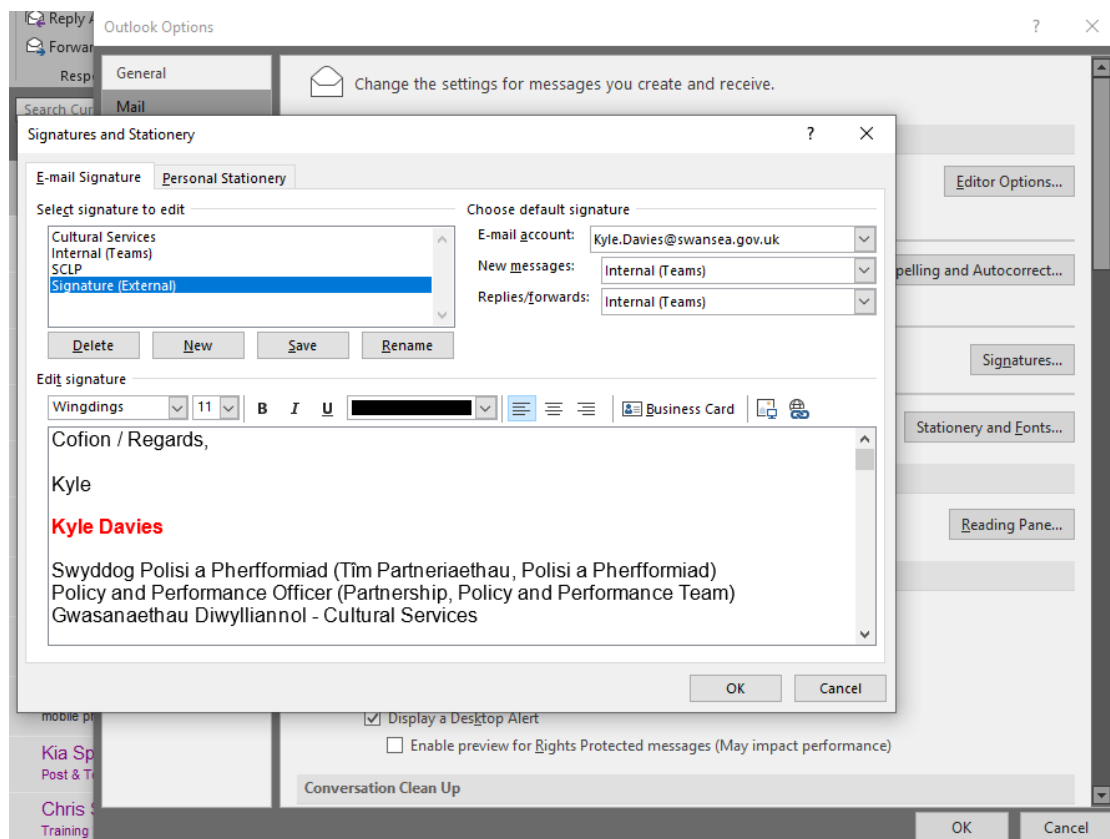
1. In Outlook, go to File>Options



2. Click on Mail>Signatures



3. Click New
4. Name the Signature
5. Copy and Paste the Signature below (including the logo) and amend with your details
6. Click Save
7. Select the signature you have created in the New Messages and Replies/Forwards drop down
8. Click OK



Signature:

Cofion / Regards,

Your Name



Your Name

Your Job Title in Welsh

Your Job Title in English

Gwasanaethau Diwylliannol - Cultural Services

☎ 01792 000000 | 07000 000000

✉ your.name@abertawe.gov.uk

✉ your.name@swansea.gov.uk

Croesewir gohebiaeth yn y Gymraeg a byddwn yn ymdrin â gohebiaeth Gymraeg a Saesneg i'r un safonau ac amserlenni.

We welcome correspondence in Welsh and will deal with Welsh and English correspondence to the same standards and timescales.

NOTES:

- Don't change any of the fonts or colours. You should use black text and size 12 Arial font in your emails.
- Don't change, stretch, resize or alter the council logo in any way.
- There's no need to add any postal address information to the email signature. As we become more agile as a workforce, we are not as fixed to specific locations. If you need someone to post correspondence to us, add the appropriate address within the body of your message.