



Email Signature and Font Setup Guide

For brand consistency, please create two email signatures in Outlook (one for new messages and one for replies/forwards) following the guidelines below. Do not copy and paste from this document; manually configure both signatures. Then, set these as your default signatures under "Select default signatures." Your default Outlook font should also be set to Aptos, 12 pt, Black.

FOR NEW MESSAGES:

Name (*she/her, he/him, they/them, she/they, he/they*) - including pronouns is optional

Title | Glen Ellyn Park District

address: 185 Spring Avenue, Glen Ellyn, IL 60137

phone: (XXX) XXX-XXXX

fax: (XXX) XXX-XXXX - including a fax number is optional

website: gepark.org

FOR REPLIES/FORWARDS:

Name (*she/her, he/him, they/them, she/they, he/they*) - including pronouns is optional

Title | Glen Ellyn Park District

phone: (XXX) XXX-XXXX • **website:** gepark.org

FORMATTING GUIDELINES:

- **Font:** Aptos (This is the font we'll use throughout the signature.)
- **Name:** 14 pt, Bold, GEPD Blue (Hex #218cc0). Please use proper case e.g. Sam Smith, not SAM SMITH.
- **Pronouns (Optional):** 11 pt, Italics, GEPD Blue (Hex #218cc0)
- **Title/GEPD:**
 - 11 pt, Bold. Black text for Title and "Glen Ellyn Park District."
 - Use a vertical line in GEPD Blue (Hex #218cc0) to separate.
- **Contact Information Labels:**
 - 11 pt, Bold, GEPD Blue (Hex #218cc0) (lowercase)
 - Your signature should include address, phone, and website. Fax is optional.
- **Contact Information:** Black text
- **Replies/Forwards:** Remove the address and separate your phone number and the website with a black bullet point.
- **Hyperlink:** Be sure to manually hyperlink the text 'gepark.org' to <https://gepark.org/> and change the color to black.

Having trouble? There are many helpful resources online!

Office 365 has different interfaces for the web and desktop apps. Try searching online for terms like 'set up email signature Outlook' or 'change default font Outlook' to find detailed step-by-step guides.