

Personal Communication

EMAIL COMMUNICATIONS

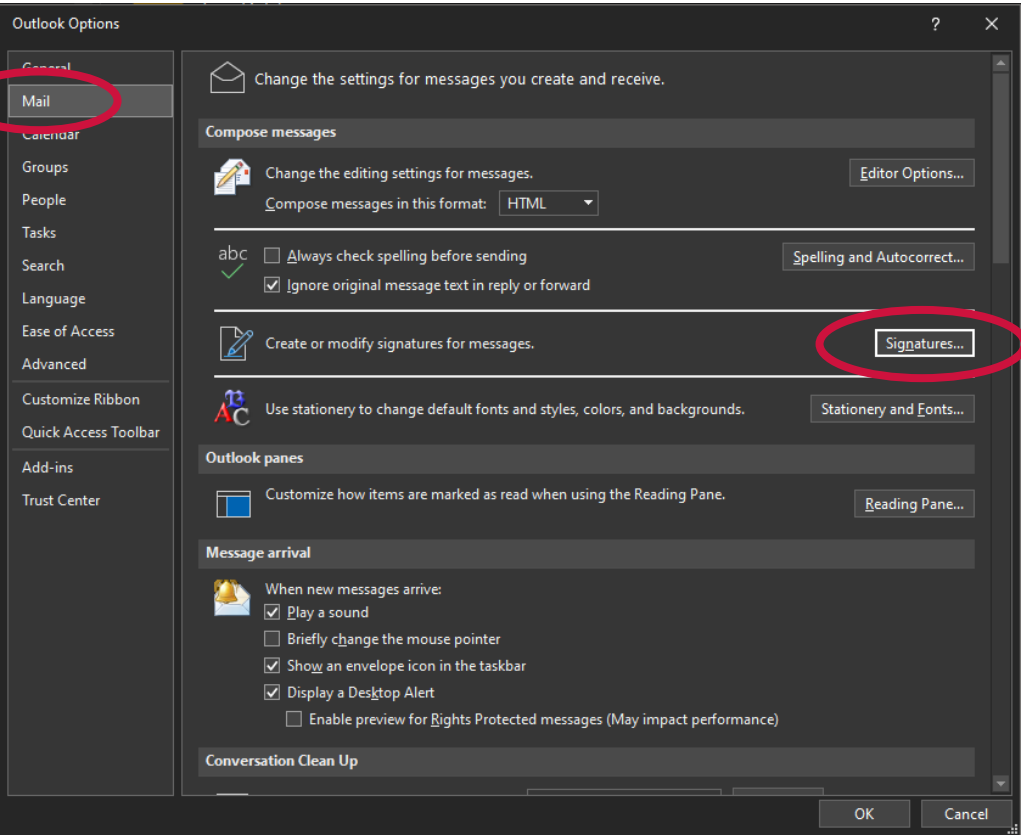
Emails should utilize the font Arial with a plain, white background. The email signature template should be used by all employees and should not be altered. Individuals wishing to personalize their signature should do so in the text above their signature.

Please use the provided Word Document found on the employee portal as a template for your email signature.

LittleLeague.org/Employee



WORD



HOW TO SET UP YOUR EMAIL SIGNATURE

Step 1
Open Outlook > Click File > Options > Mail > Signatures.

Step 2
Click the signature you want to edit, copy and paste the new email signature template into the Edit signature box, then make your changes to the template in the Edit signature box.

Step 3
When you're done, select OK > OK.

