







Staff Guide – Setting up your email signature

This User Guide outlines how to set up your Brighton Grammar School email signature to correctly reflect the required branding standard for all staff.

Copy the correct email signature template

1. Select the signature that applies to you from the two examples below (Full time or Part time) and copy the signature text (Ctrl + C.)

Full time staff:	Part time staff:
<p>Firstname Surname Job Title</p>  <p>BRIGHTON GRAMMAR</p> <p>Brighton Grammar School 90 Outer Crescent Brighton Victoria 3186 Australia P: (03) 8591 2200 D: (03) 8591 2200 W: http://www.brightongrammar.vic.edu.au</p> <p>CRICOS Provider No. 00132K</p>  <p>We acknowledge that our school is on the Country of the people of the Kulin Nations. We wish to honour the connection to Country of all Aboriginal and Torres Strait Islander peoples and pay respect to their Traditional Custodians and Elders past, present and emerging.</p>	<p>Firstname Surname Job Title <i>Onsite hours – delete if full time</i></p>  <p>BRIGHTON GRAMMAR</p> <p>Brighton Grammar School 90 Outer Crescent Brighton Victoria 3186 Australia P: (03) 8591 2200 D: (03) 8591 2200 W: http://www.brightongrammar.vic.edu.au</p> <p>CRICOS Provider No. 00132K</p>  <p>We acknowledge that our school is on the Country of the people of the Kulin Nations. We wish to honour the connection to Country of all Aboriginal and Torres Strait Islander peoples and pay respect to their Traditional Custodians and Elders past, present and emerging.</p>

NB: Acknowledgement of country is optional.

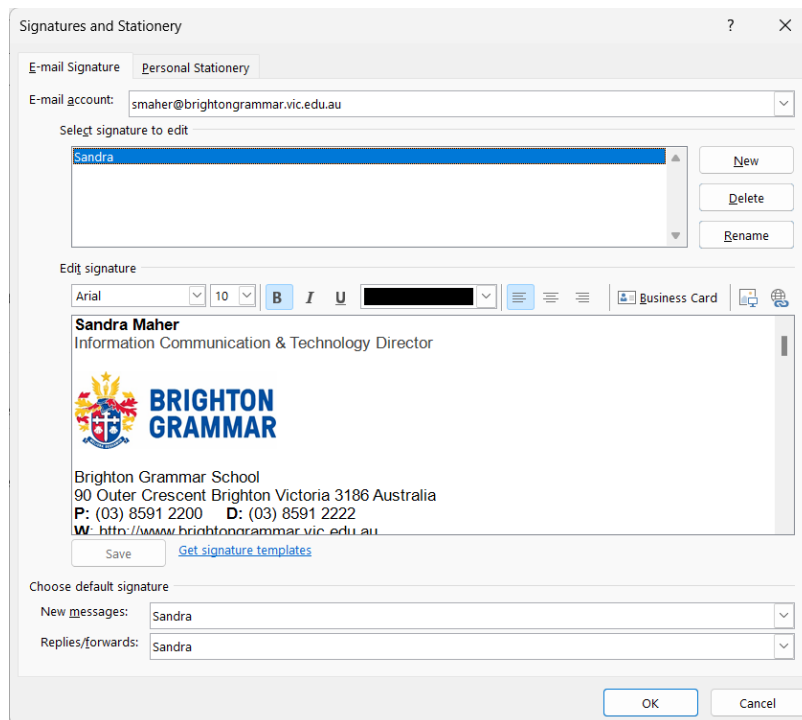
Any additional email banners (ie. Annual Giving/Musicals/Reading Challenges/Reconciliation Week) can be added to your signature with prior approval. Please send requests through to [Marcomms](#) before updating your signature.

Create your Outlook email signature

1. Click on *File > Options > Mail > Signatures...*
2. In the dialogue box for 'Signatures and Stationery', click on *New* and name the new signature with your name.
3. Click into the blank box of the Edit Signature and paste (CTRL V) the signature you copied from the previous steps above.
4. Edit the pasted text to enter your name, job title and direct phone number (or remove if not applicable) and enter your working days/hours (part time staff only).



5. In the *Choose default Signature* drop down options, select your new signature for new messages and replies.
6. Click OK to close your way back out.



Confirm your email font

Please ensure you are using the standard school email font and size which is **Calibri, 11pt**.
(You can check this under *File > Options > Mail > Stationery and Fonts...*)

TIP: Should you have any questions, please contact [Marcomms](#) and the team will be happy to support your request

