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Directions for use:

1. Open Outlook
2. Go to File > Optoins > Mail
3. Select “Signatures”
4. Copy the above text
5. Paste the above text into the Signature box
6. Enter your personal information (name, position, phone number(s), fax number, etc.)
7. Click “OK” to save the Signature
8. Click “OK” again to close Outlook Options

**If formatting does not copy into Outlook correctly from the above text, the formatting for the email signature is as follows:**

* [First Name] [Last Name] = Verdana, size 11, bold, RGB color 46/86/165
* [Job Title/Position] = Verdana, size 9, italic, RGB color 46/86/165
* Matanuska-Susitna-Borough School District = Verdana, size 9, bold, black
* Phone & Fax = Verdana, size 9, black
* Website = Verdana, size 9

Alternatively:

1. Download this Word document to your computer prior to following the Directions for Use. The signature formatting will be retained when you paste it into your Signature settings.
2. Or contact [Melissa.Batts@matsuk12.us](mailto:Melissa.Batts@matsuk12.us); she will send you the correct signature formatting that you can copy directly from the email into your Signature settings.

**For staff whose position does not clearly indicate their department/location (i.e., a 2nd grade teacher or Admin Secretary), email signatures may follow this format:**

**For example:**

**Sue Jones** – *Cottonwood Creek Elementary, 5th Grade Teacher*

**Matanuska-Susitna Borough School District**

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