

# Email Signature Instructions

## For Playcentre Aotearoa Staff

We are updating our email signatures. The new email signatures now feature our new name Playcentre Aotearoa and tie in with our current branding. Importantly, the new email signatures use both Māori and English.

Please see below for the instructions and template. Please note that there are two types of email signature templates – one if you are replying as a staff member and another, if you are replying as a centre.

### Email signature template for staff

**First Name Last Name** | Job title in Māori | Job title in English  
Te Whānau Tupu Ngātahi o Aotearoa | Playcentre Aotearoa  
027 123 4567 | Wātea Office hours  
[www.playcentre.org.nz](http://www.playcentre.org.nz)



*Disclaimer:* This email is confidential and may be legally privileged. If you are not the intended recipient, you should notify the sender immediately by return email and delete this message from your system. Improper use of the information contained in this email is prohibited and may expose you to legal challenges or penalties. Statements in this email and any attachments do not necessarily reflect the view of the New Zealand Playcentre Federation (NZPF). The NZPF accepts no liability for loss or damage should this email not be virus or defect free, or should there be any errors in transmission.

### Font information

**Main font above the image** - Calibri Light size 10 with your name bolded in darker gray

**Disclaimer font** - Calibri size 8 in gray

## Note

If office hours are not relevant for your role, please delete this line.

## Instructions for setting up email signatures

### In Office 365

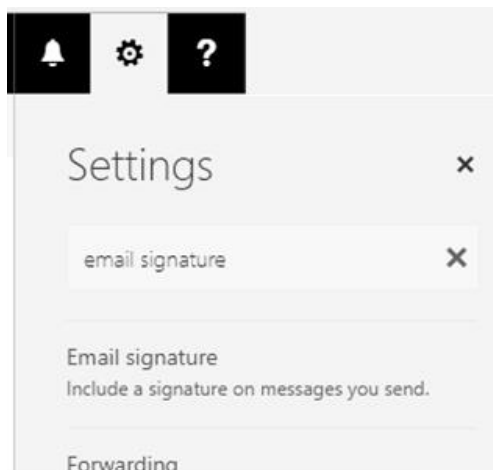
Click on **Mail**



Click on **settings symbol** (little gear cog image) top right-hand side of the black Outlook bar.

A **search box** will open – type in the words ‘email signature’.

A list of topics will appear with **email signature** as an option.



Click on **email signature** and a box will open. Into this box, **copy and paste the email template** from the body of this email.

**Update** this signature with your **personalised details** and **select save**.

**Tick** the option above to ‘**Auto include on new messages and to auto include on reply to**’.

### In Outlook (web version)

Go to **Tools**.

Choose **Options**.

Then **Mail Format**.

Followed by **Stationery and Fonts**.

Then **Email signature**.

Click **NEW** and give your signature a name. (Choose which to be default if you set up more than one).

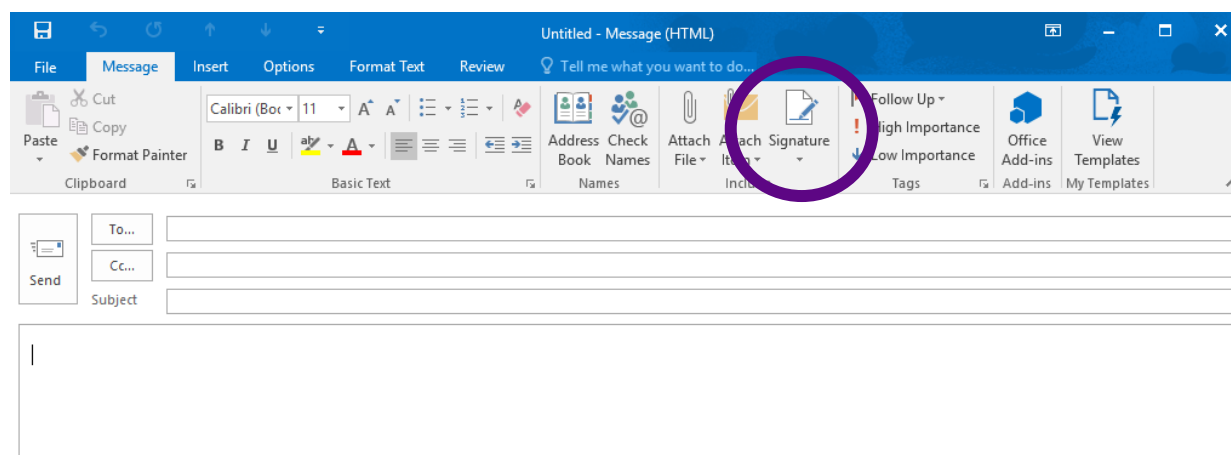
In the box 'edit signature' **copy and paste the email template** from the body of this email.

Then **update** this signature with your **personalised details** and **select save**.

**Tick** the option above to '**Auto include on new messages and to auto include on reply to**'.

## In Outlook (Shortcut)

Select **New Email**.



Select the option **Signatures...**

**Update** this signature with your **personalised details**.

**Select save** and **OK**.

### Note

The image should pull through automatically. If it doesn't, please find attached to this email the image file.



**Select this icon.** Select your **image file** from the selection below and select **insert**.



To **hyperlink the website** text, select this icon. Enter the web address into box labelled **Web Address (URL)**. The text to display should already display [www.playcentre.org.nz](http://www.playcentre.org.nz) and then **select OK**.

## Message Format (optional extra)

In the email signature option underneath inserting your new email signature you can select your message format so that it is consistent when you reply to messages.

Please select to compose messages in HTML format and set the font - **Calibri Light Size 12** as the image depicts below.

### Message format

Choose whether to display the From and Bcc lines when you're composing a message.

Always show Bcc

Always show From

Compose messages in HTML format

Calibri Light 12pt **B** *I* U A

Messages you write will look like this by default.

You can also change the format of your messages in the new message window.

### Note

We would like to remind everyone to use Māori macrons. The Māori Dictionary ([www.maoridictionary.co.nz](http://www.maoridictionary.co.nz)) is our preferred resource for referencing Māori words.

Our official bilingual name is Te Whānau Tupu Ngātahi o Aotearoa Playcentre Aotearoa.

If you would like to say you work for Playcentre Aotearoa you are welcome to sign off with the following,

He kaimahi au mō Te Whānau Tupu Ngātahi.

### If you have any issues, please contact:

#### National Communications Manager

☎ 027 808 6508

@ communications@playcentre.org.nz