



City of Amarillo Email Signature Policy

Purpose:

The Email Signature Policy aims to standardize and maintain professionalism in all email communications within the organization. This policy ensures consistency, clarity, and brand integrity across all staff members' email signatures. For questions about this policy, please contact publiccommunications@amarillo.gov.

Policy Statement:

All COA Employees are required to adhere to the following guidelines when creating their email signatures:

1. Format:

- Include your full name, job title, department, and contact information.
- Optionally, include links to professional profiles.
- Approved Optional Logos include City of Amarillo, Amarillo Fire Dept., Amarillo Parks & Recreation, Amarillo Police Dept., Amarillo Public Health Dept., and Amarillo Public Library, City Marshals, Office of Emergency Management and Transit. *(See available signature templates in the pages below.)*

2. Font and Size:

- Use a professional and legible font such as Arial, Calibri, or Times New Roman.
- The font size should be 12pt apart from "Employee Name," which should be formatted using a bold 14 pt. font.

3. Design:

- Keep the design clean and simple. Use of excessive colors, images, quotes, or animations is prohibited.
- Please include the following Disclaimer at the bottom of your email signature:
 - **NOTICE:** *This email may contain confidential information for the intended recipient only. Unauthorized use, disclosure, or distribution is prohibited. If received in error, please notify sender and delete.*
 - Suggested Font Size: 10 pts.

4. Compliance:

- This email signature policy is mandatory for all internal and external communications.
- Ensure default signature is set for both "New Messages" and "Replies/Forwards."

Employee Name

Job Title

Department Name

cityemailaddress@amarillo.gov

806-378-XXXX






NOTICE: *This email may contain confidential information for the intended recipient only. Unauthorized use, disclosure, or distribution is prohibited. If received in error, please notify sender and delete.*

Approved Templates and Instructions Available on the Following Page(s)




This policy is approved by the Office of Engagement & Innovation and is effective as of August 14, 2024.



Standard City of Amarillo Options:

<p>Example One: Your Name Job Title COA Department Name yourcityemail@amarillo.gov 806-378-XXXX</p>  	<p>Example Two: Your Name Job Title COA Department Name yourcityemail@amarillo.gov 806-378-XXXX</p> 
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Amarillo Fire Department Options:

<p>Example One: Your Name Job Title Amarillo Fire Department yourcityemail@amarillo.gov 806-378-XXXX</p>  	<p>Example Two: Your Name Job Title Amarillo Fire Department yourcityemail@amarillo.gov 806-378-XXXX</p> 
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Amarillo Parks & Recreation Options:

Example One:

Your Name

Job Title
Amarillo Parks & Recreation
yourcityemail@amarillo.gov
806-378-XXXX



Example Two:

Your Name

Job Title
Amarillo Parks & Recreation
yourcityemail@amarillo.gov
806-378-XXXX



Amarillo Police Dept. Options

Example One:

Your Name

Job Title
Amarillo Police Department
yourcityemail@amarillo.gov
806-378-XXXX



Example Two:

Your Name




Job Title
Amarillo Police Department
yourcityemail@amarillo.gov
806-378-XXXX






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Amarillo Public Health Dept. Options:

<p>Example One:</p> <p>Your Name Job Title Amarillo Public Health yourcityemail@amarillo.gov 806-378-XXXX</p>  <p>Public Health Prevent. Promote. Protect.</p> <hr/> <p>Amarillo</p> 	<p>Example Two:</p> <p>Your Name Job Title Amarillo Public Health yourcityemail@amarillo.gov 806-378-XXXX</p>  <p>Public Health Prevent. Promote. Protect.</p> <hr/> <p>Amarillo</p>
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Amarillo Public Library Options:

<p>Example One:</p> <p>Your Name Job Title Amarillo Public Library yourcityemail@amarillo.gov 806-378-XXXX</p>  	<p>Example Two:</p> <p>Your Name Job Title Amarillo Public Library yourcityemail@amarillo.gov 806-378-XXXX</p> 
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City Marshal Options:

<p><u>Example One:</u> Your Name Job Title Amarillo Police Department yourcityemail@amarillo.gov 806-378-XXXX</p>  	<p><u>Example Two:</u> Your Name Job Title Amarillo Police Department yourcityemail@amarillo.gov 806-378-XXXX</p> 
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Office of Emergency Management Options:

<p><u>Example One:</u> Your Name Job Title Amarillo Police Department yourcityemail@amarillo.gov 806-378-XXXX</p>  	<p><u>Example Two:</u> Your Name Job Title Amarillo Police Department yourcityemail@amarillo.gov 806-378-XXXX</p> 
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Transit

<p>Example One:</p> <p>Your Name Job Title Amarillo City Transit yourcityemail@amarillo.gov 806-378-XXXX</p>  	<p>Example Two:</p> <p>Your Name Job Title Amarillo City Transit yourcityemail@amarillo.gov 806-378-XXXX</p> 
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Please see instructions below detailing how to update your email signature in Outlook.

Before you begin: This guide covers multiple versions of Outlook. Please follow the instructions that match your version and operating system.

For Windows (Outlook 2013, 2016, 2019, and Microsoft 365):

1. Open Outlook
2. Click "File" in the top-left corner
3. Select "Options" near the bottom of the left sidebar
4. In the new window, click "Mail" on the left
5. Scroll down and click the "Signatures" button
6. Click "New" to create a signature
7. Name your signature and click "OK"
8. Paste the provided template into the edit box
9. Customize the template with your information
10. Click "Save"
11. Set as default for new messages and/or replies/forwards
12. Click "OK" to finish

For Mac:

1. Open Outlook
2. Click "Outlook" in the top menu bar
3. Select "Preferences"
4. Click "Signatures"
5. Click the "+" button to add a new signature
6. Name your signature

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7. Paste the template into the right pane and edit
8. Close the window to save

For Outlook.com (Web version):

1. Click the gear icon (Settings) in the top-right corner
2. Type "signature" in the settings search bar
3. Click "Email signature"
4. Paste the template into the provided box and edit
5. Save changes

Tips for all versions:

- Always test your new signature by sending a test email to yourself
- If you make a mistake, you can return to these settings and edit your signature
- To update your default font in Outlook, click "Outlook" > "Settings" > "Fonts"
 - Choose a font (Arial, Calibri, or Times New Roman for new mail and reply email)
 - Confirm the font size is set at 11 or 12 pt.
- To update a hyperlink (on logo or LinkedIn button) to a department webpage or LinkedIn profile, left click the image button > scroll to "Hyperlink" > add URL link > click "Save" or "Okay"

Template Instructions:

1. Copy the template provided to you
2. Paste it into the signature edit box in your version of Outlook
3. Replace all placeholder text with your information
4. Adjust formatting as needed using the available tools
5. Set default signature for both New Messages and Replies/Forwards

Remember: Do not share sensitive information in your email signature that you wouldn't want publicly available.

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