



## Email Signature Standardization – Reference Sheet

Biomerics is official launching our Email Signature Standardization project. The project is meant to standardize the Biomerics brand and maintain consistency (colors, font types, look and feel, etc) in our outward facing communications to customers, vendors and suppliers. **This new standardization extends to ALL business units (divisions), departments and roles within the organization.**

The following document should answer any potential questions or concerns as it relates to the new Email Standardization project. This document is also meant to help individuals upload the email signature to your Email Signature file in Outlook, if you are not fully familiar with the process.

### New Email Signature Standard.

This is the new Email Standard that has been established as off May 2017

**FirstName LastName**

#### Title

[youremail@biomerics.com](mailto:youremail@biomerics.com) | [Website](#)

TEL: XXX.XXX.XXX

CELL: XXX.XXX.XXX

2700 S. 900 W., Suite D, Salt Lake City, UT 84119



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### Standards

FirstName LastName – Enter the name as you would like to be recognized in your email signature or as printed on your business card. If you wish to add a middle initial (eg. "L.") or name please feel free to add as necessary.

Title – as recognized in your Job description/position.

[youremail@biomerics.com](mailto:youremail@biomerics.com) – enter the prefix of your email (Eg. "tsessions").

Website – this link Cconnects to the Biomerics website. No changes are needed.

#### Phone Number

- Should be indicated as a 10-digit number, using (".") to separate as needed.
  - TEL: XXX.XXX.XXX (should be the main office number or direct phone number.
  - CELL: XXX.XXX.XXXX - your cell phone, if you wish to provide it.



- If you need to add an additional phone “extention” from the main line– please indicate using a (“X555”) with the 555 being the extension number you work from. Use 1 space ( ) between the 10-digit number and the X555.
- If you need to add an additional number – add it below the cell phone number and identifying the new number with a 3 digital alpha Prefix, if possible. (eg. CELL:, TEL:)

Address – Please add the address per your current location. Please ensure that the address stays on 1 line, as in the example above and below:

- 2700 S. 900 W., Suite D, Salt Lake City, UT 84119
- 10351 Xylon Ave. N., Suite 100, Brooklyn Park, MN 55445

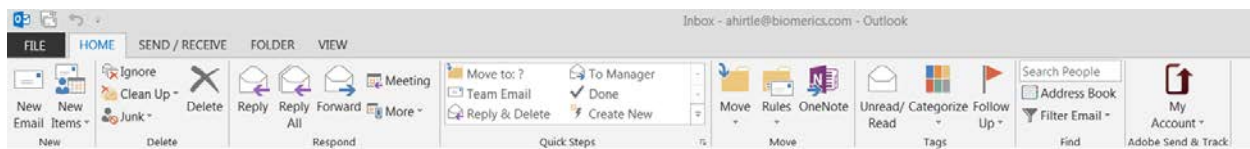
Logo/Social Media Logos - The logo is linked to the Biomerics website. Social media channel logos will all stay generic to the Biomerics accounts as currently linked.

### Email Signature Upload.

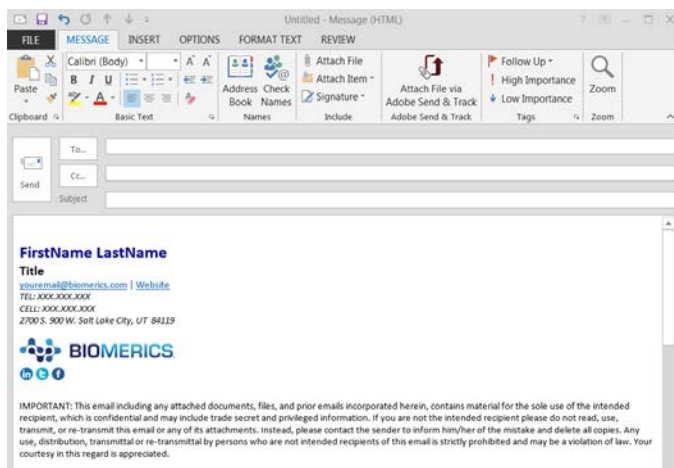
Copy (Ctrl + C) the Email Signature as received in the email sent out.

Open your Outlook platform.

Click on New Email.

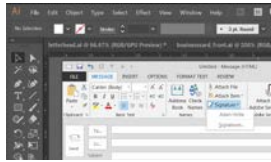


Next Window: Click on Signatures button with small arrow. (from the Include Menu on the Email Ribbon).

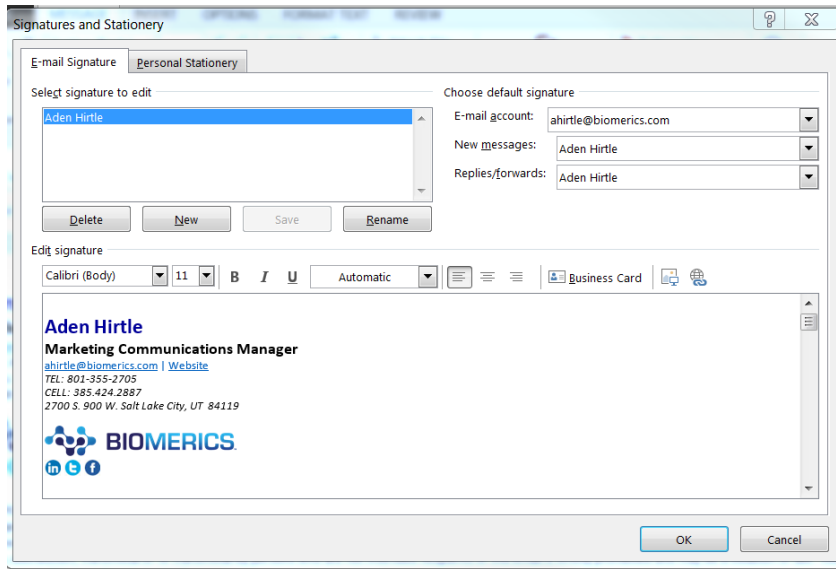




In the drop down menu, click on the second Signatures button.



Next Window: Click on the New button.



Enter the Name of the Signature as you would like it to be recognized in the new signature format.

Press the “Save” button.

Paste (Ctrl +V) the previous copied Signature in the “Edit Signature” box below.

Once pasted, edit the signature fields to fit and match your role and contact information.

In the “New Messages” and “Replies/Forwards” dropdowns, select the new signature name previously identified. This will ensure your signature is automatically added to all outgoing messages.



Once you have completed making the changes, click on the "OK" button.

Click out of the Email Signature box by pressing the X button in the upper-right hand corner of that window.

**NOTE: If there are additional questions or concerns, you are invited to reach out to the marketing department for further clarification and/or support.**

**\*\*It is at the discretion of the marketing department and executives to make any necessary changes, updates or additions to the email signature as needed and appropriate. All staff will be given proper notification for any needed changes.**

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