

Email Signature Guide

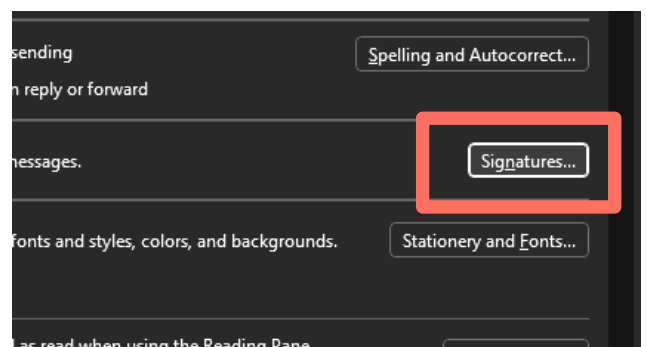
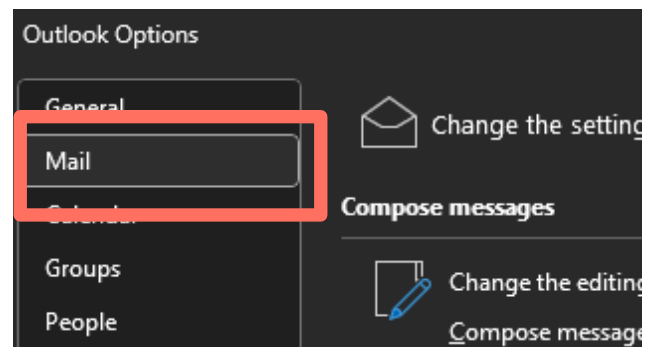
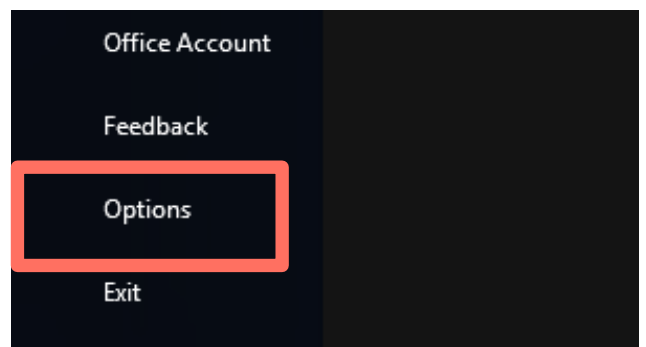
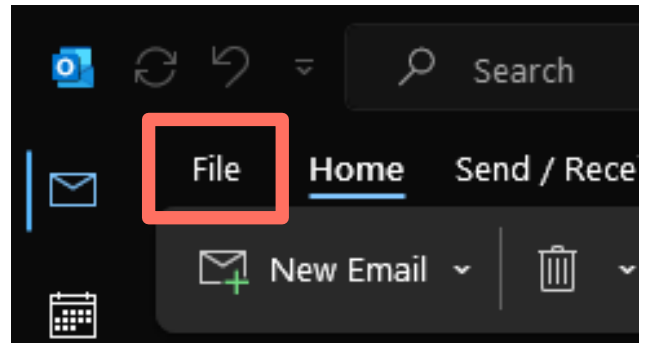
This guide provides simple instructions for setting up your email signature using our company template. It covers how to add your signature, adding hyperlinks, and how to maintain consistency with our branding. Follow these steps for a professional and uniform email experience.

Where to find the Email Signature Template

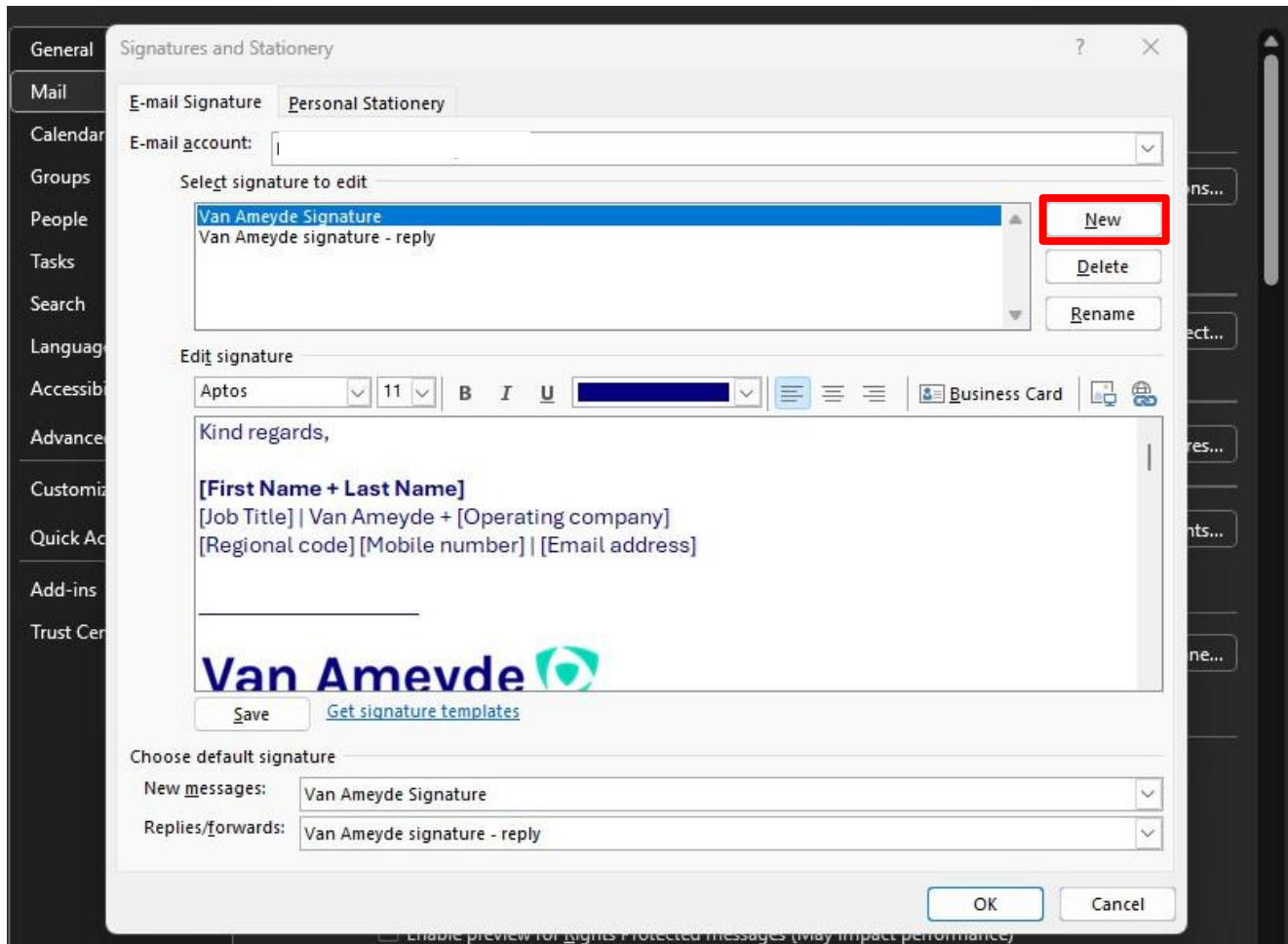
1. Open the Brand Portal (brand.vanameyde.com)
2. Log in and go to the Download section
3. Open Email Signatures
4. This is where you find the Email Signature Template and the Email Signature Guide on how to install your new signature.

How to find the Outlook signature menu

1. Open Outlook
2. Click on FILE
3. Then click on OPTIONS on the bottom left of your screen
4. Click the MAIL menu on the left side
5. Click on SIGNATURES...



Add new signatures



1. Create a new signature by clicking on NEW
2. Copy the signature from the Word template and paste it in the text area
3. Replace all items between brackets with your own personal details, as well as company details. Pay attention to links (explained on page 6) or logos that may need to be edited.

Adjust disclaimer

Don't forget the disclaimer at the bottom of your signature. The image below shows the second part of the disclaimer that should be filled in based on your company details. If you need any information or help filling this in, please contact your manager.

Van Ameyde [Company Name] (legal form: [e.g., Ltd., BV., GmbH]) is registered in [Country] under number [Reg. Number].
Registered office: [Full Address]. Vat number: [VAT Number] Managing Director(s): [Names].

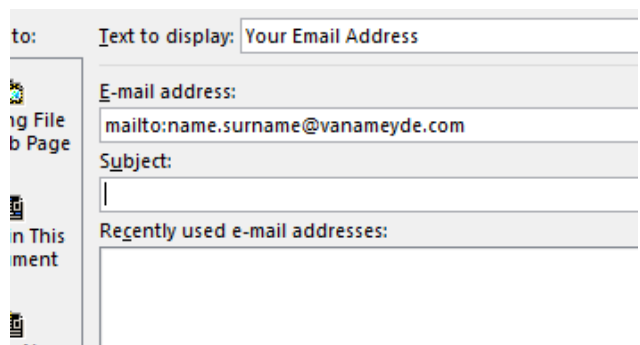
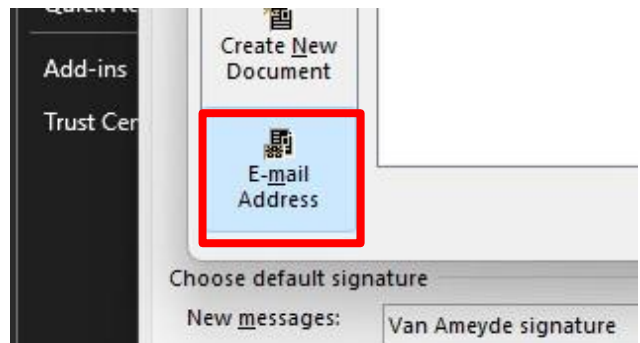
How to add hyperlinks to your signature

A hyperlink is an interactive link that redirects viewers who click the link to a specific destination.

1. Select the text where you'd like to add a hyperlink.
2. Click the small globe icon on the right side of the window.
3. A new window will pop up. Select E-MAIL ADDRESS on the left menu.
4. Type in your email address and the text *mailto:* will appear in front of your email. This will make sure that the viewer who clicks on it will immediately be linked to their email software to send you an email.
5. Click OK to confirm
6. Make sure to double check that all of the links are added and work, such as the website link, and social media icons.



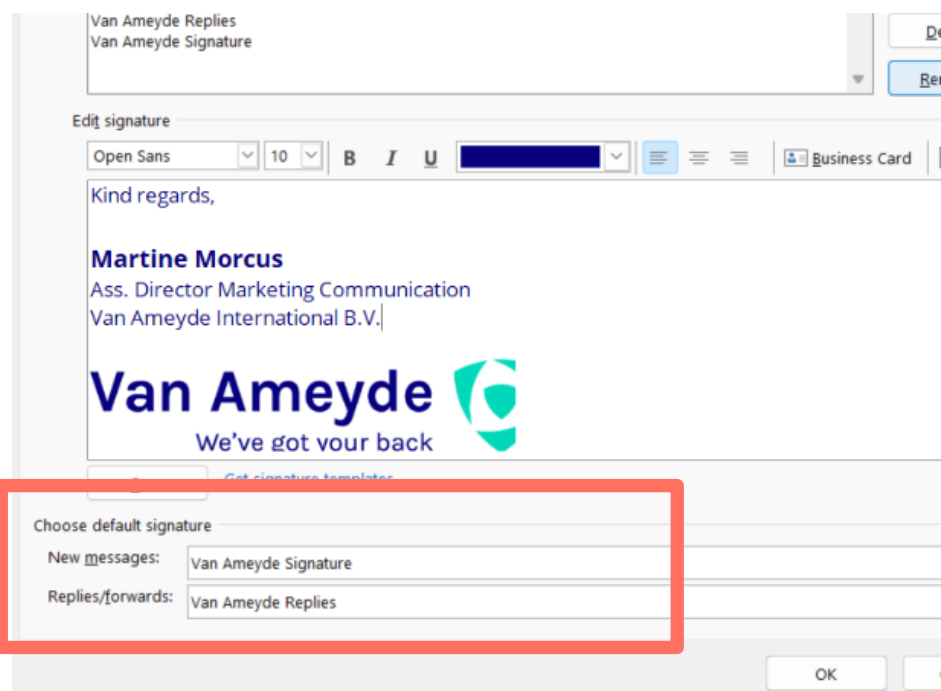
M: [Mobile phone number]
 T: [Office central phone number]
 E: [Office central email address]
 W: [Company website link]
 [Street + number] | [Post code, city, country initials]



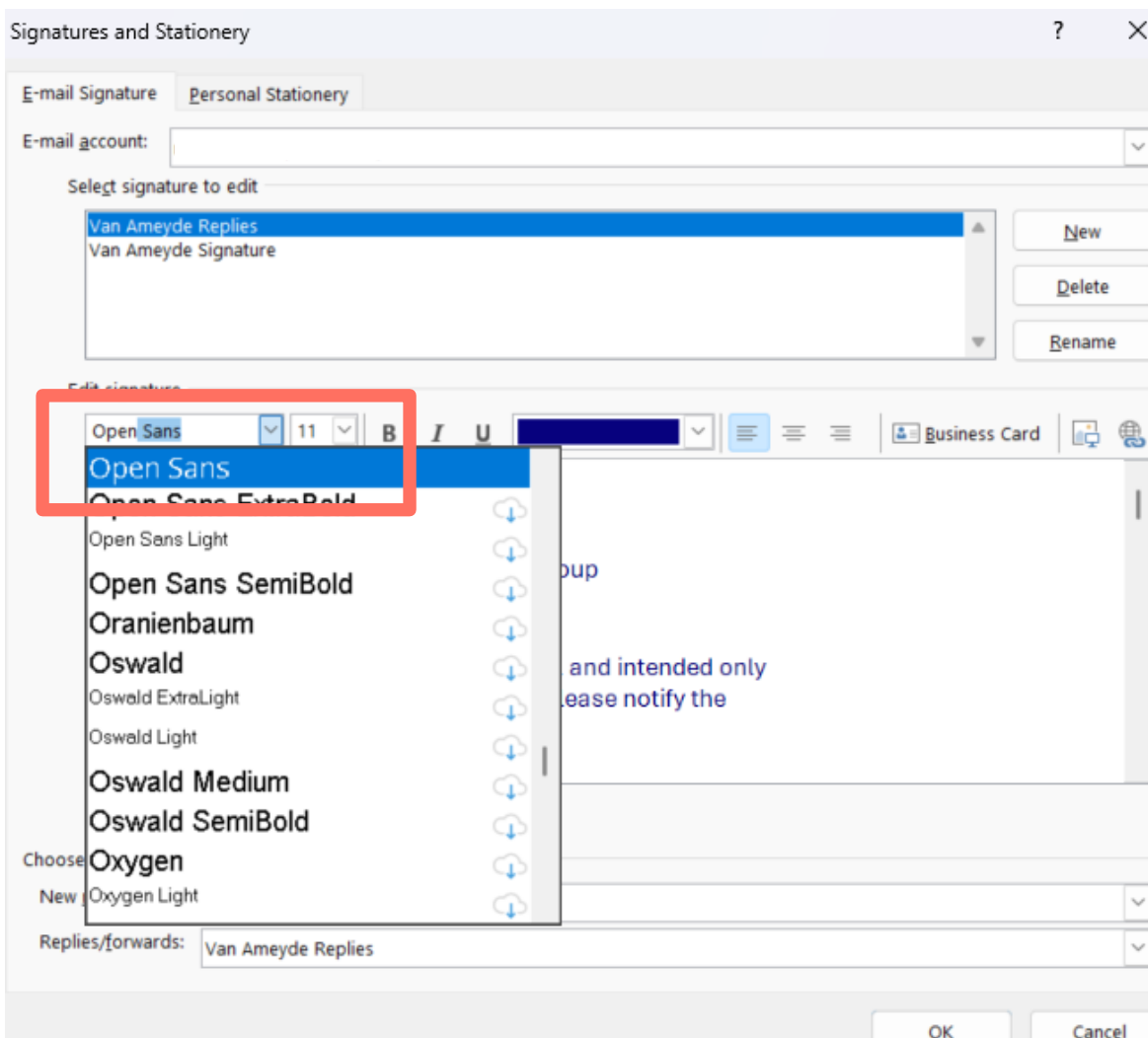
Creating a reply signature

When sending your first email, your signature should include all contact details and disclaimers. When you reply to someone, a shorter version will show; this is the reply signature.

1. Follow the steps of “Add a new signature”
2. This time name the signature “Van Ameyde Replies”
3. Copy and paste the reply signature from the Email Signature Template (page 2) adjust and click save
4. Afterwards, pay attention to “Choose default signature”
5. Select “Van Ameyde Signature” for “New messages”
6. Select “Van Ameyde Replies” for “Replies/forwards”



When following the next steps, make sure to apply this to both signatures.

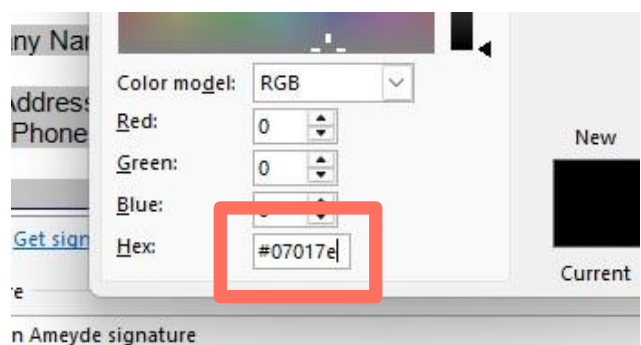
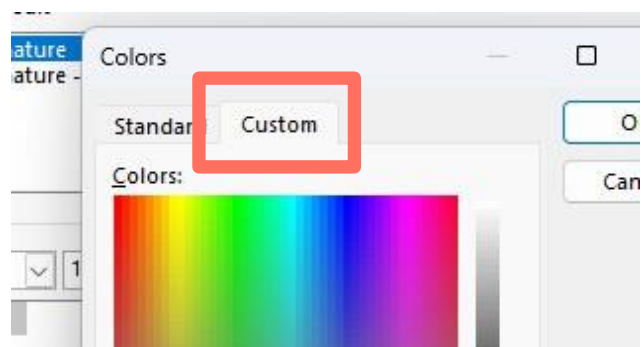
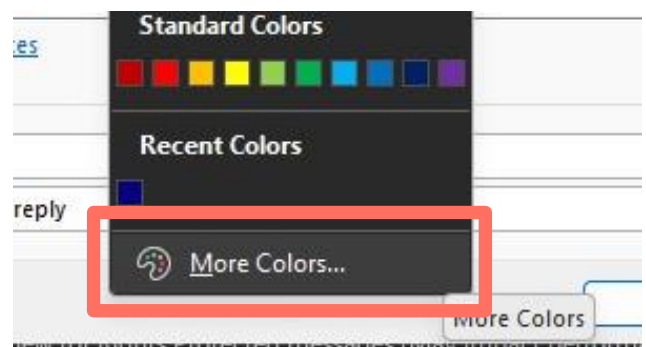
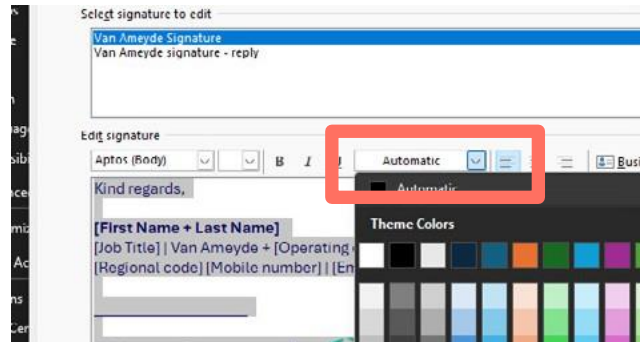


Adjust the font and size

1. Select all text in the signature with your mouse
2. Click on the font and select Open Sans
3. Make sure to select 11 as the font size, 12 for your full name, and size 7 for the disclaimer (all text below the LinkedIn/YouTube buttons)

Double check the font color

1. The copied text from the Email Signature Templates should be in dark blue, if not, or to double check, select all text with your mouse
2. Click on the color bar next to the font menu
3. Click on MORE COLORS... to open a new window
4. Click on CUSTOM at the top
5. Fill in the hex code #07017E
6. Click on OK to confirm



Final Signature Example

You've made it to the end of the signature guide! The image below shows an example of what the result could look like. If you have any questions, feel free to email marketing@vanameyde.com.

Kind regards,

Martine Morcus

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