

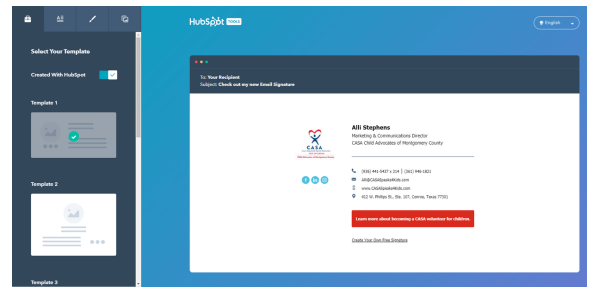
HOW TO CREATE A CUSTOM EMAIL SIGNATURE

For CASA Staff and Volunteers

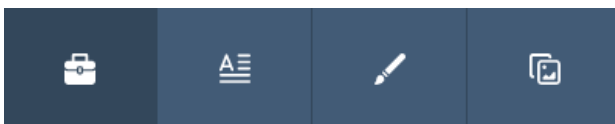
Beginning February 1, 2021, all staff and Advocates of CASA Child Advocates of Montgomery County will begin utilizing Hubspot Custom Email Signatures for outgoing email messages. To solidify our organizational identity, we've created an original and consistent CASA email signature for you to customize and input into your email provider's signature field.

STEP ONE: GO TO THE HUBSPOT SITE

Click here to jump directly to our customized email template: <http://bit.ly/Hubspot-Signature-Generator-CASA>

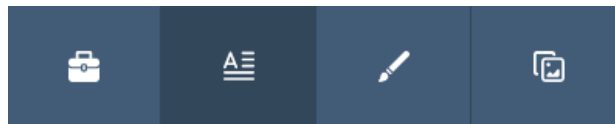


STEP TWO: CUSTOMIZE YOUR OWN SIGNATURE



The first tab to the far left is the "Select Your Template" tab.

- Template 1 has been selected by default.
- You will not make any changes to this section.



The second tab from the left is the "Enter Your Signature Details" tab. You will need to change the following fields (in red) in this section. Please enter specified fields EXACTLY as written here:

- **First and Last Name** - Please enter your first and last name in the following format: Jane Doe. Do not enter all caps for your first and last name.
- **Your Job Title** - Staff, enter your official title. Advocates, your title should be entered as "CASA Advocate/Guardian Ad Litem"
- **Department** - Program staff, enter additional titles or your specialty here (TBRI Practitioner, GIFT Program, Education Lead, etc.) Administrative staff and Advocates, LEAVE BLANK.
- **Company Name** - CASA Child Advocates of Montgomery County
- **Office Phone Number** - Staff, enter our office number with your extension in this format: (936) 441-5437 x###. Advocates, just enter our main office number with no extension: (936) 441-5437
- **Mobile Phone Number** - Please enter your cell phone in the following format: (###) ###-####
- **Website** - Enter our website, following the capitalization pattern for "CASASpeaks4Kids" - www.CASASpeaks4Kids.com
- **Email Address** - Please enter your email address in the following format:
STAFF - Name@CASASpeaks4Kids.com. Note that the first letter of your name is capitalized. ADVOCATES - FLast@CASASpeaks4Kids.com. Note your first initial and first letter of your last name is capitalized. FOR ALL - Follow the capitalization pattern for "CASASpeaks4Kids".
- **Address** - Enter our office address as follows: LINE 1- 412 W. Phillips St., Ste. 107 LINE 2- Conroe, Texas 77301
- **Social Links** - Copy and paste - Facebook: <https://www.facebook.com/CASACHildAdvocatesofMontgomeryCounty>; Instagram: <https://www.instagram.com/casachildadvocatesmontgomeryco/>; LinkedIn: <https://www.linkedin.com/company/casa-of-montgomery-county/>
- Custom Field - LEAVE BLANK

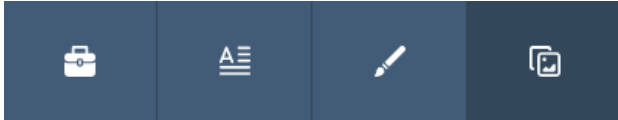


The third tab from the left is the "Stylize Your Signature" tab.

- CASA-approved colors and fonts have already been input for you.
- You will not make any changes to this section.

Continued...

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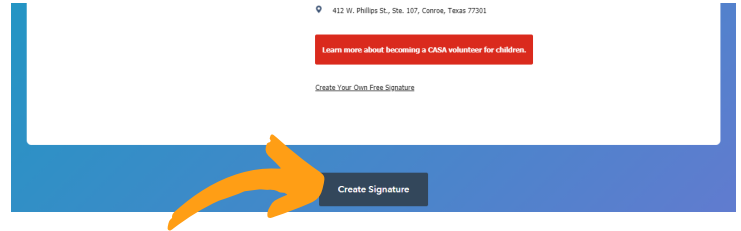


The fourth tab from the left is the "Upload Your Custom Images" tab.

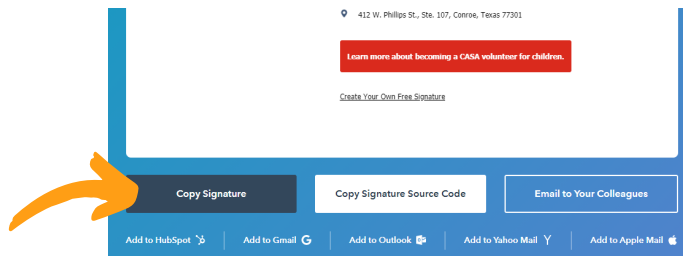
- The CASA-approved logo and messaging has already been uploaded for you.
- You will not make any changes to this section.

STEP THREE: CREATE YOUR CUSTOM SIGNATURE

On the preview screen under your signature preview, you will click on the "Create Signature" button.

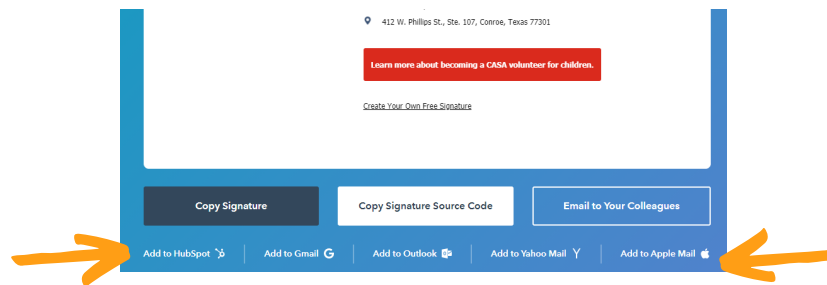


The edit box on the left side of the screen will disappear; scroll under your signature preview and click on the "Copy Signature" button on the far left.



STEP FOUR: ADD YOUR CUSTOM SIGNATURE TO YOUR OUTGOING MAIL

The steps below apply to Outlook (desktop version.) If you use a different email provider, click on the "Add to" options under the "Copy Signature" buttons in HubSpot for step-by-step instructions from your email provider.



FOR OUTLOOK:

- Open your Outlook account and select the File tab
- Click Options > Mail > Signatures (in the blue menu bar on the left)
- The Signatures and Stationery window will open (it should appear similar to the image on the right)
- In the Choose Default Signature section, be sure to select the account you would like to associate with the signature from the e-mail account dropdown (if you have multiple accounts)
- In the Select Signature to Edit section, click the New button and name your signature
- In the Edit Signature section, paste in your HubSpot generated signature (Ctrl+V)
- Underneath your Hubspot generated signature, hit "enter" once and copy and paste the following security message: *The content of this email is confidential and intended for the recipient specified in this message only. It is strictly forbidden to share any part of this message with any third party without the written consent of the sender. If you have received this message in error, please reply to this message and follow with its deletion so we can make sure such a mistake does not occur in the future.*
- Under "Choose your default signature", for New Messages, select your new Hubspot-generated signature.
- Click the "OK" button.

