Sedgwick County Zoo Employee Email Signatures

# INSTRUCTIONS

Save the Email Signature and Reply Signature to your Outlook by following these steps:

1. Open Outlook.
2. Go to File, Options, Mail, Signatures, New Signature.
3. Copy the desired signature from below and paste in the Edit Signature area. Then edit your information, and click OK to save.
4. At the E-mail Signature tab, assign default signature, for new messages and reply/forward messages with the new signatures you just added.

# TROUBLESHOOTING

If you have trouble setting up your signature, getting the logo to paste correctly, or any other questions; please contact Jennica King at ext. 8232.

# ADDING PRONOUNS

SCZ supports the option for employees to add personal pronouns to applicable branded identification. If you wish to include your pronouns, be sure to choose the email signature with pronouns options below.

Learn more about [personal pronouns here.](https://www.mypronouns.org/what-and-why)

# EMAIL SIGNATURE

|  |  |
| --- | --- |
| scz logo - email | **FIRSTNAME LASTNAME** JOB TITLEo 316.266.\*\*\*\*| f 316.942.3781  Sedgwick County Zoo  5555 Zoo Blvd. | Wichita, KS 67212 **WELCOME TO THE *Wild* LIFE.** |

# EMAIL SIGNATURE - WITH PRONOUNS

|  |  |
| --- | --- |
| scz logo - email | **FIRSTNAME LASTNAME** she / her \* he / him \* they / them  JOB TITLE  o 316.266.\*\*\*\*| f 316.942.3781  Sedgwick County Zoo  5555 Zoo Blvd. | Wichita, KS 67212 **WELCOME TO THE *Wild* LIFE.** |

# REPLY/FORWARD SIGNATURE

**FIRSTNAME LASTNAME**

JOB TITLE

SEDGWICK COUNTY ZOO

O 316.266.\*\*\*\* | f316.942.3781

# REPLY/FORWARD SIGNATURE - WITH PRONOUNS

**FIRSTNAME LASTNAME**

(she, her) \* (he, him) \* (they, them)

JOB TITLE

SEDGWICK COUNTY ZOO

O 316.266.\*\*\*\* | f316.942.3781