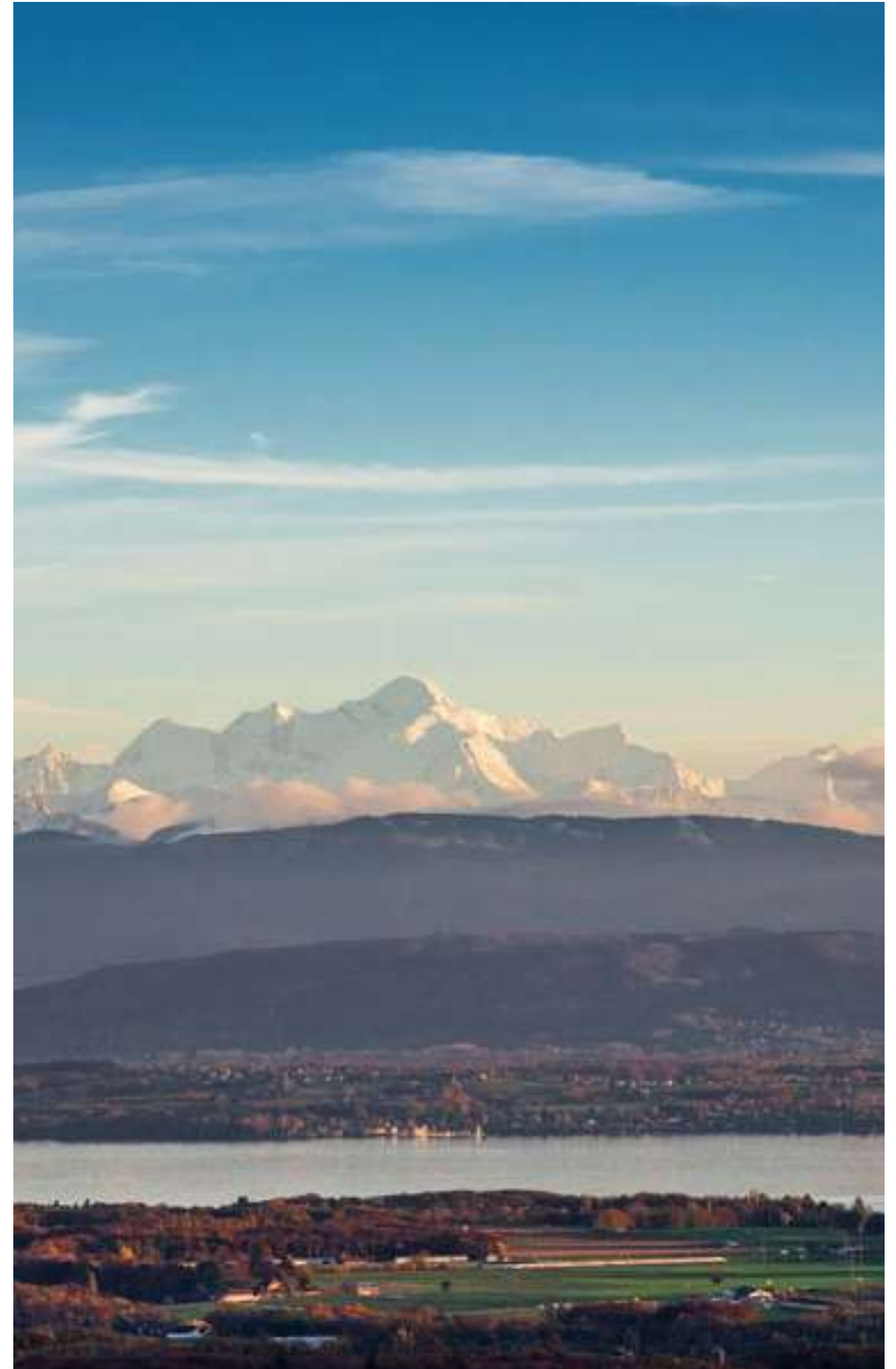




GENOLIER
PATIENT SERVICES

E-mail Signature


Marina Bosshard – Marketing & Communication
GENOLIER PATIENT SERVICES



On Outlook


On this present document, you will find all relevant information on how to create an electronic signature.

1. General GPS (only applicable for CEO, invoicing, project management and marketing departments)

First Name	Font- Arial, bold, 12pt, blue RVB 0/111/183
Function M + 41 79 XXX XX XX www.genolier-patient-services.com	Font - Arial, 12pt, grey RVB 127/127/127
 GENOLIER PATIENT SERVICES	Logo: pantone horizontal Aligned to the text dimensions: high: 2.55cm width: 6.2cm

On Outlook

2. For those assigned to a specific clinic:

First Name	Font- Arial, bold, 12pt, blue RVB 0/111/183
Function Clinique de XX City M + 41 79 XXX XX XX www.genolier-patient-services.com	Font - Arial, 12pt, grey RVB 127/127/127
 GENOLIER PATIENT SERVICES	Logo: pantone horizontal Aligned to the text dimensions: high: 2.55cm width: 6.2cm

On Outlook

At the end of this procedure your signature must look as follows:

First name Name

Function

M + 41 79 XXX XX XX

www.genolier-patient-services.com

OR

First name Name

Function

Clinique XX

City

M + 41 79 XXX XX XX

www.genolier-patient-services.com



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GENOLIER
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Date

4

On your mobile devices

At the end of this procedure your signature must look as follows:

First name Name
Function

M + 41 79 XXX XX XX
www.genolier-patient-services.com

GENOLIER PATIENT SERVICES

OR

First name Name
Function

M + 41 79 XXX XX XX

Clinique XX - City
www.genolier-patient-services.com

GENOLIER PATIENT SERVICES



TIP: How to create an email signature on outlook

1. Go to Settings > Options > Mail > Layout > [Email signature](#).
2. In the text box, type your signature.
3. Expand the V drop-down menu to see Insert link and other formatting options.

Note: You can have only one signature per account.

- If you want your signature to appear at the bottom of all new email messages that you compose, select the Automatically include my signature on new messages I compose check box.
- If you want your signature to appear on messages that you forward or reply to, select the Automatically include my signature on messages I forward or reply to check box.
- If you don't select these options, you can manually add your signature to a selected message. For details, see [Manually add your signature to a new message](#).

4. Select Save when you're done.

Note: You can always return to the [Email signature](#) page and select or clear the check box for automatically including your signature.