DISTRICT-WIDE EMAIL SIGNATURE AND PHOTO SPECIFICATIONS

Overview

Email is one of the most prevalent forms of communication within and outside of the District. As we communicate with new people on a constant basis, all employees should use a standardized, consistent email signature that clearly identifies who we are to one another and our stakeholders.

Why

Email correspondence is often one of the only ways we communicate with some stakeholders. Consistent and professional formatting helps us to make a strong first and lasting impression. Standardized email signatures are common practice among many businesses. This uniform signature creates consistency among employees, which furthers the identity of the District. It is also a staple of the professional world and should be considered part of our District branding. You wouldn't enter a meeting without introducing yourself and (likely) your professional role; why should electronic communication be any different?

Examples

A good email signature is one that clearly states the name and title of the individual, along with their contact information. Possible options would be adding the LCR3 District logo or school specific logo and personalizing the reason that you are #proud2br3. **Special colors, fonts, graphics, quotes, or email backgrounds are distracting and should not be part of a consistent District email format.**

Verbiage and Format:

First and Last Name | Primary Title
Secondary Title(s), if applicable
Certifications (if applicable ex. Apple Teacher) - to add the Apple logo hold option + shift + K on your Apple device
School Name | District Name
School Phone | School or District Website

Exemplary Experinces, Trusting Relationships, Superior Instruction
I'm #proud2br3 because

Example 1:

Jane Doe | First grade teacher
Lincoln Elementary | Lincoln County R-III School District
636-528-1990 | www.troy.k12.mo.us

Exemplary Experinces, Trusting Relationships, Superior Instruction
I'm #proud2br3 because of the hard work and dedication of our students and staff.

Example 2:

Jane Doe | Pre-school teacher
Class sponsor, JV girls track assistant coach
Early Childhood Education Center | Lincoln County R-III School District
636-462-3020 | www.troy.k12.mo.us/ecec

Exemplary Experinces, Trusting Relationships, Superior Instruction
I'm #proud2br3 because of the hard work and dedication of our students and staff.

Specs

Font: Sans Serif (Gmail default font)
Font size: "normal"
Font enhancement: Only name, primary position, and district motto are bold
Phone number: List the phone number for your primary location/school*
Website link: Should link to the district website or your specific school website*
*The table below contains all district phone numbers and websites.

LCR3 Email Signature Set Up

Find the row in the below table that corresponds to your school, choose one option to update the information on your signature.

1. Open and log into your school provided Gmail account
2. Click the gear symbol ⚙ in the upper right corner
3. Click See all settings
4. Select "General" - first tab, usually already selected
5. Scroll down about two-thirds of the way to "Signature"
6. Copy, paste and update your preferred version from the examples above with your information
7. Clean up any extra spaces above and below the logo
8. Save and close

For additional instructions, Google "create gmail signature".

Adding an Email Signature in SIS360:

On the home screen, click on User (Gold Icon Top Right) > Preferences > Mass Email > Add your signature > Click Save (Bottom Right).

As a reminder, colors, fonts, graphics, quotes, or email backgrounds (other than expressly noted above) <u>are not part of the email signature and should not be included</u> in your professional signature block.

Location	Website	Phone
Lincoln County R-III School District	www.troy.k12.mo.us	636-462-6098
Lincoln County R-III Department of Transportation	www.troy.k12.mo.us/Transportation	636-462-4864
Early Childhood Education Center	www.troy.k12.mo.us/ECEC	636-462-3020
Boone Elementary	www.troy.k12.mo.us/BE	636-528-1560
Claude Brown Elementary	www.troy.k12.mo.us/CBE	636-462-5078
Cuivre Park Elementary	www.troy.k12.mo.us/CPE	636-462-5218
Hawk Point Elementary	www.troy.k12.mo.us/HPE	636-338-4366
Lincoln Elementary	www.troy.k12.mo.us/LE	636-528-1990
Main Street Elementary	www.troy.k12.mo.us/MSE	636-528-2649

William Cappel Elementary	www.troy.k12.mo.us/WCE	636-356-4246
Troy Middle School	www.troy.k12.mo.us/TMS	636-462-4934
Troy South Middle School	www.troy.k12.mo.us/TSMS	636-462-5125
Ninth Grade Center	www.troy.k12.mo.us/NGC	636-366-4450
New Horizons High School	www.troy.k12.mo.us/NHHS	636-462-4967
Troy Buchanan High School	www.troy.k12.mo.us/TBHS	636-462-5148

LCR3 Email Photo Set Up

When using Gmail, an option for the sender's photograph is included. Similar to the email signature block, the photo that appears with your email should be professional and consistent as it is a representation of your professional role in our District. Please update this portion of your email by using the below steps.

You should be the only person in the photograph. Photo should be clear and you should be professionally dressed. This area should not include other graphics. If a photo is unavailable, please leave this area blank.

1. Open and log into your school provided Gmail account
2. Click the gear symbol ⚙ in the upper right corner
3. Click See All Settings
4. Select "General" - first tab, usually already selected
5. Scroll down about two-thirds of the way to "My Picture"
6. Click on "About Me"
7. Click on the > to the far right of your photo
8. Click Change and upload the photo of your choice that follows the above criteria