

# Infinicept Email Signature Template

## Signature For New Emails

To create a new email signature:

1. Copy the full signature below
2. Open Outlook mail, go to *File > Options > Mail > Signatures...*
3. Select *New*, create a name for your signature, then paste into the blank editing box.
4. If the text color of the email address changes to the default blue, you can highlight it and change it to our custom red, which is Hex value #DD1516
5. In the "New messages:" field, make sure to select the new signature you just created. If you want to use the same signature for "Replies/forwards:" then select your signature choice as well.
6. If you want to create an abbreviated "reply" version follow the steps below for replies.

### First Last Name

Pronoun: Optional (examples: She/Her, He/Him, They/Them)

Job Title



M: (123) 456-7890 | [email@infinicept.com](mailto:email@infinicept.com)

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## Option with Pride Logo

### First Last Name

Pronoun: Optional (examples: She/Her, He/Him, They/Them)

Job Title



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## Signature For Replies (optional)

For signatures used in “reply” emails, it’s acceptable to use an abbreviated form as an option, or you can use the full form as shown above:

1. Follow steps 1-4 above but copy the format below to paste into the editing box.
2. Set your “Replies/forwards:” to this version you created.

### First Last

Job Title at **Infinicept** | M: (123) 456-7890 | [email@infinicept.com](mailto:email@infinicept.com)

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## Infinicept Out-of-Office Message

**As Infinicept continues to grow, it becomes more important to have consistent out-of-office messaging for the team. Here is the standard message you can easily copy, paste, and replace the highlighted sections:**

Thank you for your message. I will be out of the office **Friday, April 16th** with little to no access to email and will respond when I return on **Monday, April 19th**. If you need assistance before then, please contact **Rachel Hughes at [rachel@infinicept.com](mailto:rachel@infinicept.com)**.