**Sertifi Email Signature Instructions**

1. Open Outlook. Click **File > Options**.
2. Click **Mail > Signatures**.
3. Create or edit your signature.
4. Copy and paste the below table into the Edit Signature pane.
5. **Edit your** **name and pronouns**. Be sure the correct formatting is applied:
   1. **Open Sans Bold, 10.5pt, #443061**
   2. Pronouns are optional.
6. **Edit your** **title and phone number**. Be sure the correct formatting is applied:
   1. Open Sans, 10pt, #443061

**TABLE TO COPY:**

|  |  |
| --- | --- |
|  | **Amy King (she/her)**  Director of Brand & Content Marketing  312.350.8667 [sertifi.com](https://corp.sertifi.com/) |

**If you’d like to include an optional demo or support note, continue reading.**

**If you’d like to include the optional demo note, following the below steps.**

1. Open Outlook. Click **File > Options**.
2. Click **Mail > Signatures**.
3. Create or edit your signature.
4. Copy and paste the below table into the Edit Signature pane.
5. **Edit your name and pronouns**. Be sure the correct formatting is applied:
   1. **Open Sans Bold, 10.5pt, #443061**
   2. Pronouns are optional.
6. **Edit your title and phone number**. Be sure the correct formatting is applied:
   1. Open Sans, 10pt, #443061
7. Hyperlink “Schedule a Demo” to your personal Calendly or email – or leave the existing link to our general demo form.
   1. Demo Text: Open Sans & **Open Sans Bold**, 10pt, #443061

**TABLE & TEXT TO COPY:**

|  |  |
| --- | --- |
|  | **Amy King (she/her)**  Director of Brand & Content Marketing  312.350.8667 [sertifi.com](https://corp.sertifi.com/) |

**Want a sneak peek** of the Sertifi experience? [Schedule a demo](https://corp.sertifi.com/talk-to-sales/).

**If you’d like to include the optional support note, follow the below steps.**

1. Open Outlook. Click **File > Options**.
2. Click **Mail > Signatures**.
3. Create or edit your signature.
4. Copy and paste the below table into the Edit Signature pane.
5. **Edit your name and pronouns**. Be sure the correct formatting is applied:
   1. **Open Sans Bold, 10.5pt, #443061**
   2. Pronouns are optional.
6. **Edit your title and phone number**. Be sure the correct formatting is applied:
   1. Open Sans, 10pt, #443061
7. Be sure the correct formatting is applied to the support line:
   1. Open Sans & **Open Sans Bold**, 10pt, #443061

**TABLE & TEXT TO COPY:**

|  |  |
| --- | --- |
|  | **Amy King (she/her)**  Director of Brand & Content Marketing  312.350.8667 [sertifi.com](https://corp.sertifi.com/) |

**Need help?** Visit our [support center](https://support.sertifi.com/Content/Home.htm) or [submit a ticket](https://sertifi.my.salesforce-sites.com/help?portal=Support&portalURL=https://www.sertifi.com&accountNumber=0123456789).