



***** PLEASE CAREFULLY READ THE INSTRUCTIONS BELOW TO UPDATE YOUR EMAIL SIGNATURE *****

This is a mandatory companywide policy. Every employee at MSA will be required to use a standardized company email signature. Your company email signature should be considered a digital version of your business card and represents your official association with MSA. Moving forward, all employee email signatures should comply with all identity standards and guidelines listed below. This policy will ensure a more consistent, professional image across all company communications.

Please note: Do not use your email signature to showcase additional honors or other marketing purposes.

Guidelines for Updating your Email Signature

1. Customize your signature using your professional contact info only. Update the address shown with your home office's physical location.
2. Create your email signature with the sole purpose of letting people know the best way to reach you.
3. Only the fields provided in template may be used to create your email signature. Remove any lines with contact information that does not apply to you.
4. Please use same formatting as shown in template. Do not alter the colors and/or font sizes in the sample templates provided. Phone numbers should be formatted as "(000) 000-0000"
5. Social media and career website icons at the bottom are not required. However, it is recommended to use for MSA employees working in recruitment, professional services or sales/marketing roles.
6. Do not use personal contact information. Only your official company email address should be used.
7. Do not add personal social media links.
8. Do not add additional hyperlinks, images, graphics, badges, or awards.
9. Do not add additional statements, taglines, or quotes.

Standardized Companywide Email Signature

Your MSA email signature should be considered a digital version of your business card and represents your official association with Medical Services of America, Inc. Email signatures should comply with all identity standards and guidelines listed below.

Getting Started

Before you proceed with updating your email signature using Microsoft Outlook, please download and carefully review directions below (also hyperlinked on website under section entitled "Getting Started"):

1. Instructions for Windows/PC Users: <https://www.msahealthcare.com/sites/default/files/Email-Signature-Docs/Instructions-for-Windows-PC-Users.pdf>
2. Instructions for Apple/Mac OSX Users: <https://www.msahealthcare.com/sites/default/files/Email-Signature-Docs/Instructions-for-Apple-MacOSX-Users.pdf>

Important Notice

Please copy the entire sample email signature template and paste into Microsoft Outlook email signature editor. (Due to compatibility issues, it has been proven most reliable when copying text by using the web browsers Google Chrome or Mozilla Firefox)