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Y O M A   G R O U P

# Standard Email Signature Format

Version 1  
9/19/24

## Table of Contents

Document Purpose .....	2
Standard Email Signature Format .....	2
Specification (All Signatures) .....	3
How to change Email Signature in Outlook.....	3

## Document Purpose

This document provides step-by-step instructions for setting up an email signature in the **Outlook** app, ensuring consistent and professional communication across the organization.

## Standard Email Signature Format

**If you have one phone number, use this template:**

[Martin Appel](#) | Group Head  
Human Resources | **Yoma Strategic Holdings**  
t. +95 9 777 436 997  
w. yomastrategic.com  
[\*Confidentiality Cautions\*](#)

**If you have multiple phone number, use this template:**

[Philipp Hoffman](#) | Chief of Staff  
Office of the CEO | **Yoma Strategic Holdings**  
t. +95 1 368 7766 x8554 | m. +95 9 777 162 218  
w. yomastrategic.com  
[\*Confidentiality Cautions\*](#)

**If you do not have a department, it should look like this:**

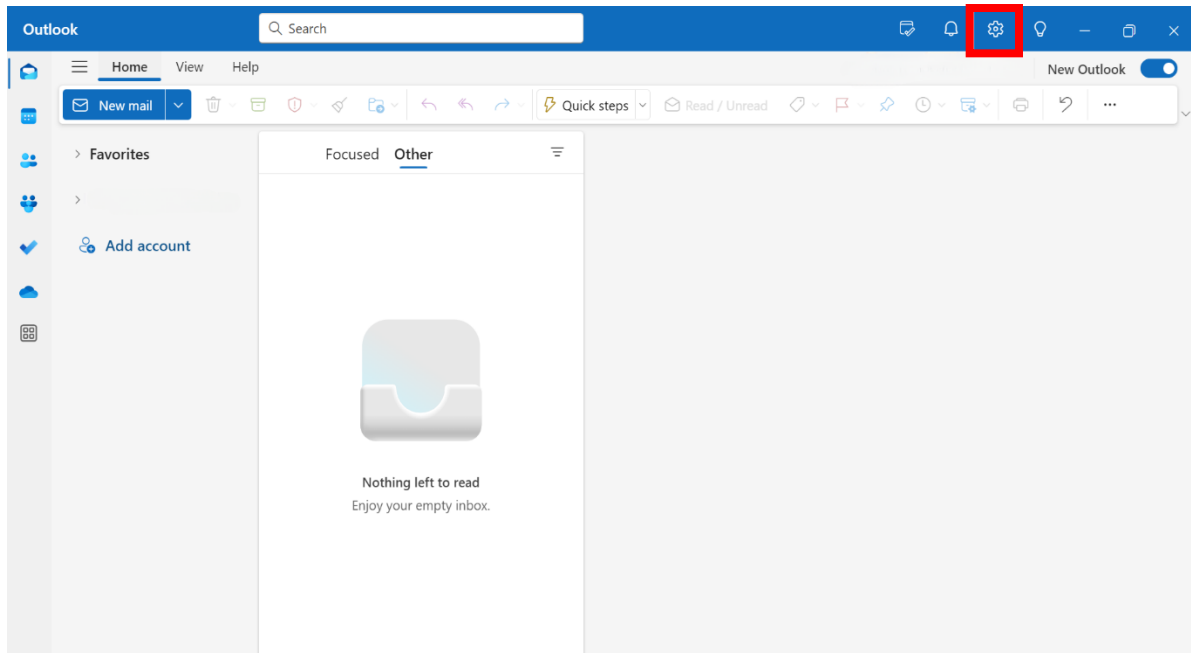
[Zarchi Tin](#) | Head of Finance & Investment  
First Myanmar Investment, part of Yoma Group  
t. +95 9 777 162 218  
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[\*Confidentiality Cautions\*](#)

## Specification (All Signatures)

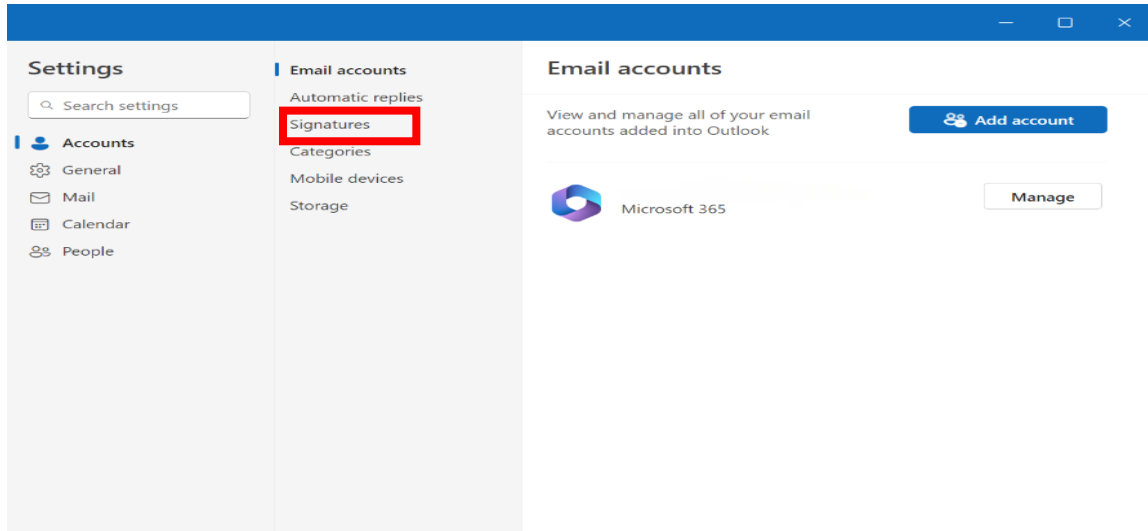
- Font:** Calbiri
- Size:** 11
- Style:** Normal for all text, **bold for company name**

## How to change Email Signature in Outlook

1. Open Outlook:
  - Open the **Outlook** app or go to **Outlook on the web** (Outlook.com or via Office 365).
2. Access Signature Settings:
  - In the **New Outlook**, click on the **Settings (gear icon)** at the top-right corner.

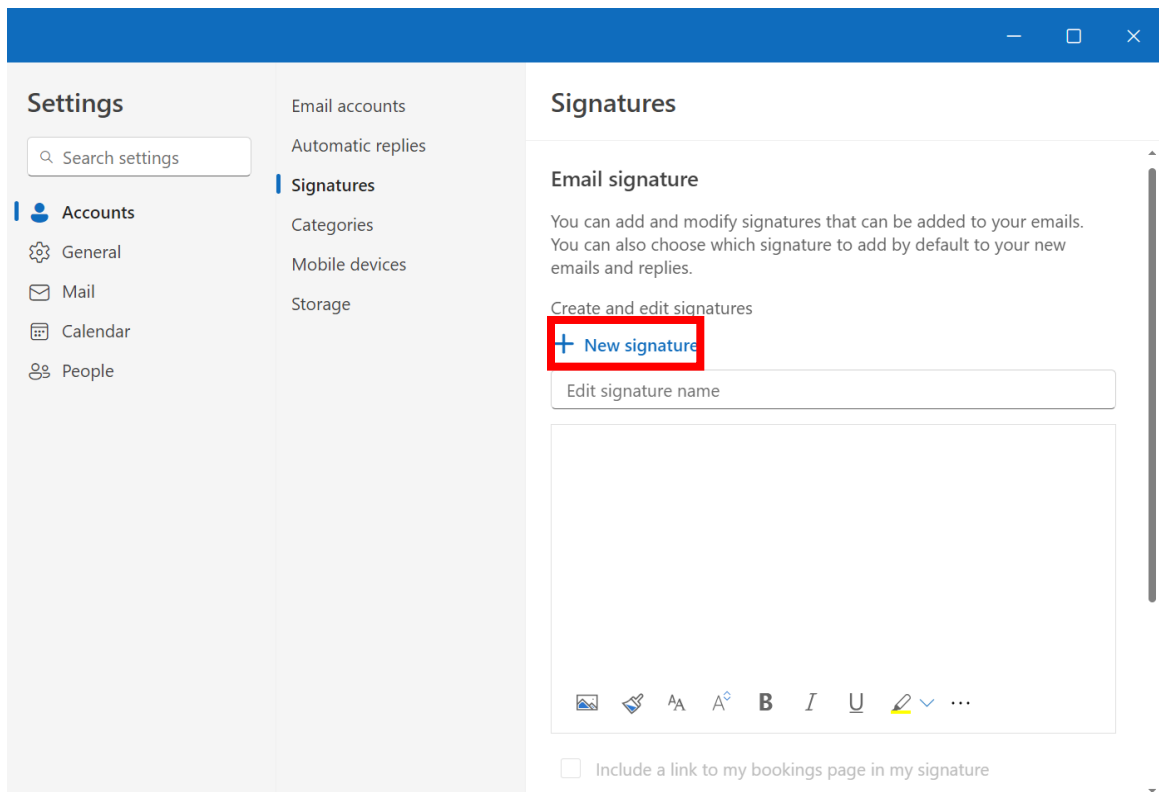


- Select **Email signature** from the options listed under Accounts.

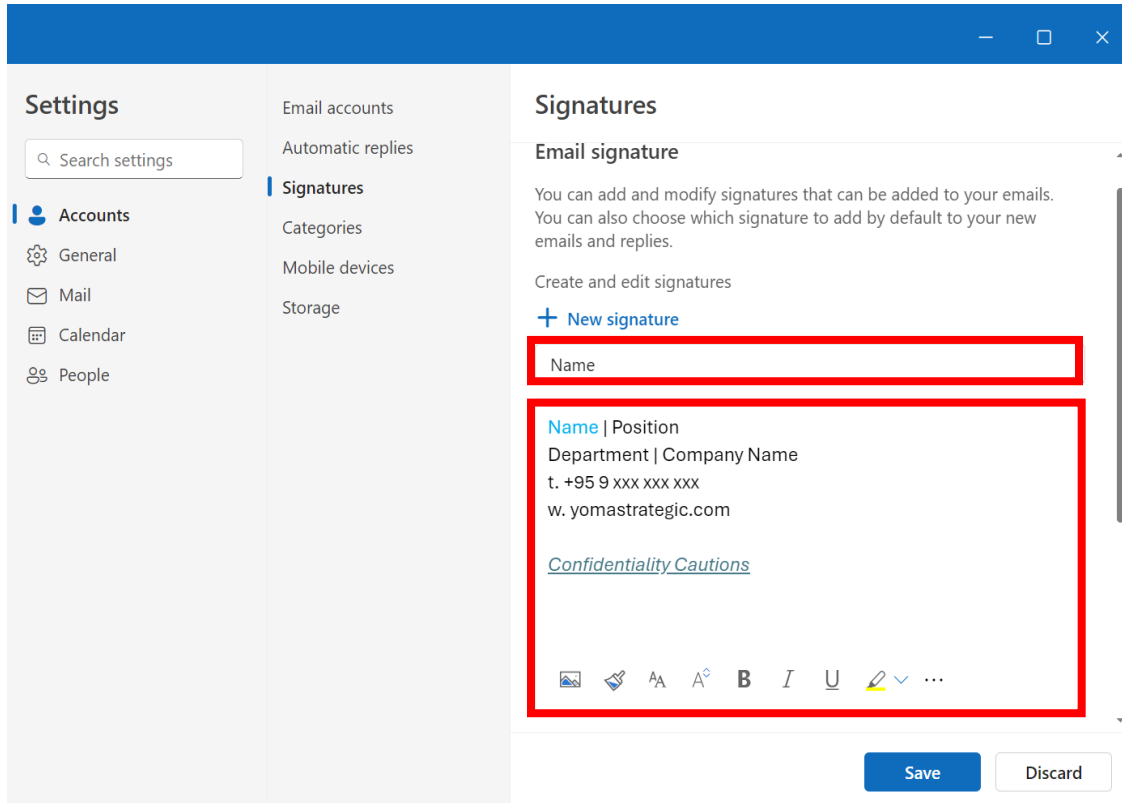


3. Create or Edit Signature:

- In the **Email signature** section, you'll see an editor where you can create or modify your email signature.



- Format the signature using the toolbar (e.g., change fonts, colors, add images or links). You can find the [Standard Email Signature Format](#) this article.



#### 4. Save the Signature:

- After making the necessary changes, click **Save** to apply your updated signature.

# Revision History

<b>Version</b>	<b>Date of Revision</b>	<b>Description</b>	<b>Next Review Date</b>
1	19.9.2024	First Released (Draft)	March 2025