

YOMA GROUP

Standard Email Signature Format

Version 1 9/19/24

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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

w. fmi.com.mm

Confidentiality Cautions

Specification (All Signatures)

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.

			- 🗆 ×
Settings	Email accounts	Email accounts	
 Search settings Accounts 	Automatic replies Signatures	Automatic replies Signatures View and manage all of your email accounts added into Outlook	Search Add account
 Accounts Seneral Mail □ Calendar 8 People 	Categories Mobile devices Storage	Microsoft 365	Manage

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

		– o ×
Settings	Email accounts	Signatures
Q Search settings Q Search settings Q General Q General Q Mail III Calendar Q People	Email accounts Automatic replies Signatures Categories Mobile devices Storage	Signatures Email signature You can add and modify signatures that can be added to your emails. You can also choose which signature to add by default to your new emails and replies. Create and edit signatures New signature Edit signature name
		 Include a link to my bookings page in my signature

• Format the signature using the toolbar (e.g., change fonts, colors, add images or links). You can find the <u>Standard Email Signature Format</u> this article.

		– D X
Settings Search settings Accounts S General Mail Calendar People	Email accounts Automatic replies Signatures Categories Mobile devices Storage	Signatures Email signature You can add and modify signatures that can be added to your emails. You can also choose which signature to add by default to your new emails and replies. Create and edit signatures + New signature Name Name Position Department Company Name t. +95 9 xxx xxx xxx w. yomastrategic.com Confidentiality Cautions Mark A° B I U 2 ~

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

Revision History

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