



Signature

This is a standard for anyone using NorthStar email, techs, kitchen, admin, drivers and professionals.

There are 2 types of signatures that you can store within your email signature file that can help with this.

The 1st is the professional, working with contacts outside of NorthStar for purposes of recruiting, admissions, hiring, any kind of out of company contact. That signature should look like below:

*******Feel free to copy & Paste this font layout*** Don't forget to include the disclosure below with the Logo to use with outside of company contacts*****

Please remember to stay with in the Black & Blue Format as shown below

First Name Last Name, any degree or certifications (Font: Calibri - bolded, Size: 16)

Position within NorthStar Regional (Font: Tahoma Italicized, size: 11)

Facility Address (Font: Bookman, size: 11)

(P) Your direct line (if you do not have one, then the facility main number is acceptable)

(F) Fax Number to your assigned facility

(E) Your Northstar email



www.northstarregional.com

"NOTICE: This E-mail (including attachments) is covered by the electronic Communications Privacy Act, 18 U.S.C. 2510-2521, is confidential and may be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution or copying of this communication is strictly prohibited, Please reply to the sender that you have received the message in error, then delete it. Thank you."

****You may omit the disclosure portion in your signature if you are working just inside the company, for example: Tech emails to staff or counselors. You can save and name the different signatures in a list so that you can pick which one you'd prefer to use. Some switch back & forth between the 2 usual. 1 being a 'standard (includes disclosure), the other being a basic (does NOT include the disclosure).

It is known that many of you also use outlook on your mobile phones, a signature can be set up on there in just the same manner. Depending on your OS (Apple or Android) for the phone, it may look a little different. You can always search email signature in the help screen and it will walk you through step by step on how to add it.

Another tip that is extremely helpful is the '**OUT OF OFFICE REPLY**', If you know that you are going to be out of the office for any length of time due to an illness, vacation or other reason, you can set an out of office reply to automatically reply back to emails that you get. This allows the sender to know not to expect an answer back and helps them to be directed to someone that can assist them should they need it.