

Directions for setting up your e-signature at NorthStar Regional

On the following page you will find the template for setting up your online digital signature. Please feel free to copy, paste then make your own edits.

Here is the link for those who would like instructions from the Microsoft website.

<https://support.microsoft.com/en-us/office/change-an-email-signature-86597769-e4df-4320-b219-39d6e1a9e87b>

Remember to include disclosure for any external communications.

If you need help, please feel free to reach out to Jonathan Holt. Cell is: 612-810-5833

LOCATIONS:

Chanhassen

7945 Stone Creek Drive, Suite 140
Chanhassen, MN 55317

Sugar Creek Campus

1045 Stoughton Avenue
Chaska, MN 55318

Headquarters

102 East Second Street
Chaska, MN 55318

WRTC - Chaska

320 N. Walnut Street
Chaska, MN 55318

MRTC – Shakopee

1250 Lincoln Street
Shakopee, MN 55379

Maple Grove

7384 Kirkwood Court N., Suite 200
Maple Grove, MN 55369

Otsego – Riverwood Campus

10990 95th St. NE.
Otsego, MN 55362

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: Tahoma, size: 10)

(P) Your direct line (if you do not have one, then the facility main number is acceptable) (Font: Tahoma, size: 10)

(F) Fax Number to your assigned facility (Font: Tahoma, size: 10)

(E) Your NorthStar Regional email (Font: Tahoma, size: 10)

NSR Company Logo (sized roughly 150 x 84, please do not resize the logo!)

Website Address: 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." (Font: Tahoma, size: 10)

IMPORTANT!

You may omit the disclosure "notice" 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 would prefer to use. Some employees switch back and forth between their signature's options.

1. being the Professional version (includes Disclosure Notice),
2. being a more general signature that is for sending and sharing internally (does NOT include Disclosure Notice).

Here is an example of my e-signature:

Jonathan Holt

Chief Marketing Officer

102 East Second Street

Chaska, MN 55318

(P) 952-246-1520

(F) 952-513-7859

(E) jonathan.holt@northstarregional.com



www.northstarregional.com