

FPPE NEGO > CREATING A CUSTOMIZED SIGNATURE IN OUTLOOK 365

- 1- Adjust the information in *Table 1*
- 2- Copy your adjusted Table in the signature section under Outlook 365 *preferences*
- 3- Copy and paste the image from 2 or 3 in the lower cell of the Outlook signature
- 4- Adjust if necessary, then save the signature preferences
- 5- Don't forget to select HTML in the *Compose Messages* menu
- 6- If you can't see the signature after you've checked "Automatically include my signature on new messages that I compose", close the window and create a new message. Your signature should now show up in your message.

TABLE 1

Aline Patcheva
Communications Advisor

CSQ | Centrale des syndicats du Québec
9405, rue Sherbrooke Est, Montréal Qc H1L 6P3
T: 514-608-7721 C: patcheva.aline@lacsq.org
fppe.ca lakesq.org

TABLE 2 > negotiation visuals in French

Aline Patcheva
Conseillère aux communications

CSQ | Centrale des syndicats du Québec
9405 Sherbrooke Street East, Montreal Qc H1L 6P3
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**PROS DE
L'ÉDUCATION
EN NÉGO**



TABLE 3 > negotiation visuals in English

Aline Patcheva
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EDUCATION PROFESSIONALS ARE NEGOTIATING



WINDOW > PREFERENCES > OUTLOOK 365 SIGNATURE

Settings

General

Mail

Calendar

People

Premium

[View quick settings](#)

Layout

Compose and reply

Attachments

Rules

Sweep

Junk email

Customize actions

Sync email

Message handling

Forwarding

Automatic replies

Compose and reply

Email signature

Create a signature that will be automatically added to your email messages.

B *I* U ...

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**PROS DE
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EN NÉGO**

☒ Automatically include my signature on new messages that I compose

☐ Automatically include my signature on messages I forward or reply to

Message format

Choose whether to display the From and Bcc lines when you're composing a message.

☐ Always show Bcc

☐ Always show From

Compose messages in HTML format

FPPE NEGO > CREATING A SIGNATURE IN GMAIL

- 1- Create a signature using Google Docs by copying and adjusting TABLE 1
- 2- **Insert the image by clicking *Insert image on your computer***
Please import the image sent by the FPPE on your computer beforehand
- 3- Once the table is adjusted using Google Docs, copy the entire table
- 4- Open your Gmail account and go to > Settings > General, then scroll down to the signature area, click + **CREATE** and name the signature, then click the CREATE button
- 5- Paste the adjusted table in the signature window
- 6- Select your new default signature for new emails just below the signature window

TABLE 1

Aline Patcheva

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Gmail WINDOW > SETTINGS > GENERAL > SIGNATURE

Paramètres



[Général](#) [Libellés](#) [Boîte de réception](#) [Comptes et importation](#) [Filtres et adresses bloquées](#) [Transfert et POP/IMAP](#)

[Modules complémentaires](#) [Discussions et visioconférences](#) [Paramètres avancés](#) [Hors connexion](#) [Thèmes](#)

Signature :
(ajoutée à la fin de tous les messages que vous envoyez)
[En savoir plus](#)









FPPE

FPPE2



FPPE3  


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Sans Serif        

[+ Créer](#)

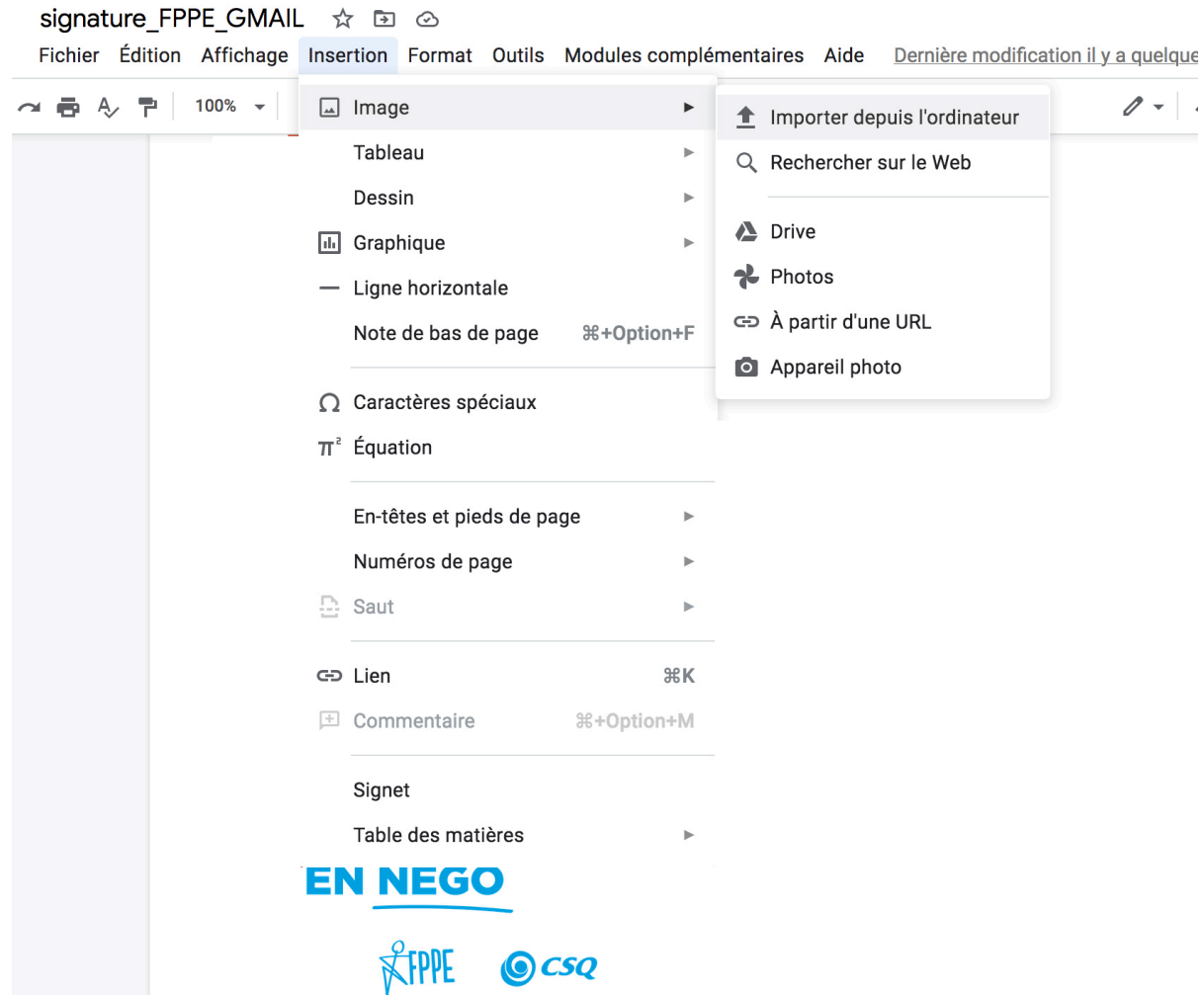
Valeurs par défaut de la signature
DANS LES NOUVEAUX E-MAILS  DANS LES RÉPONSES/TRANSFERTS 

FPPE3 

Aucune signature 

☐ Insérer la signature avant le texte des messages précédents dans les réponses et supprimer la ligne "--" qui précède.

GOOGLE DOCS WINDOW > IMPORT AN IMAGE



FPPE NEGO > CREATING AN EMAIL SIGNATURE FOR APPLE MAIL

Follow these instructions

<https://support.apple.com/fr-ca/guide/mail/mail11943/mac>

You can also copy a **table from Google Docs** and paste it at the end of an email if the signature tool doesn't work properly in your Mail version.

DON'T COPY A TABLE FROM A WORD DOCUMENT FOR APPLE MAIL OR GMAIL
THE FORMATTING WILL NOT STAY THE SAME.