



EMPLOYMENT &  
HUMAN SERVICES

## MEMORANDUM

Kathy Marsh, Interim Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • [www.ehsd.org](http://www.ehsd.org)

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To: All Staff, Code 2A

Date: April 8, 2022

cc:

From: Administration

Subject: EHSD Standardized E-Mails

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Due to the sensitive and confidential nature of our work and communications, and to maintain a consistent look and feel, EHSD is standardizing e-mails (new e-mails and replies).

Effective 04-25-2022 all EHSD e-mails will include a standardized signature block, and an automated confidentiality statement with EHSD logos.

Please note when safety issues are a concern, you may omit identifying information, for example, your direct phone line, from the signature line, but should discuss this first with your supervisor to determine if modifications may be made.

The attached document will provide you with a step-by-step guide to change your e-mail settings to create your signature block and comply with the new EHSD Standards for E-Mail.

The confidentiality statement and EHSD logos will be automated.

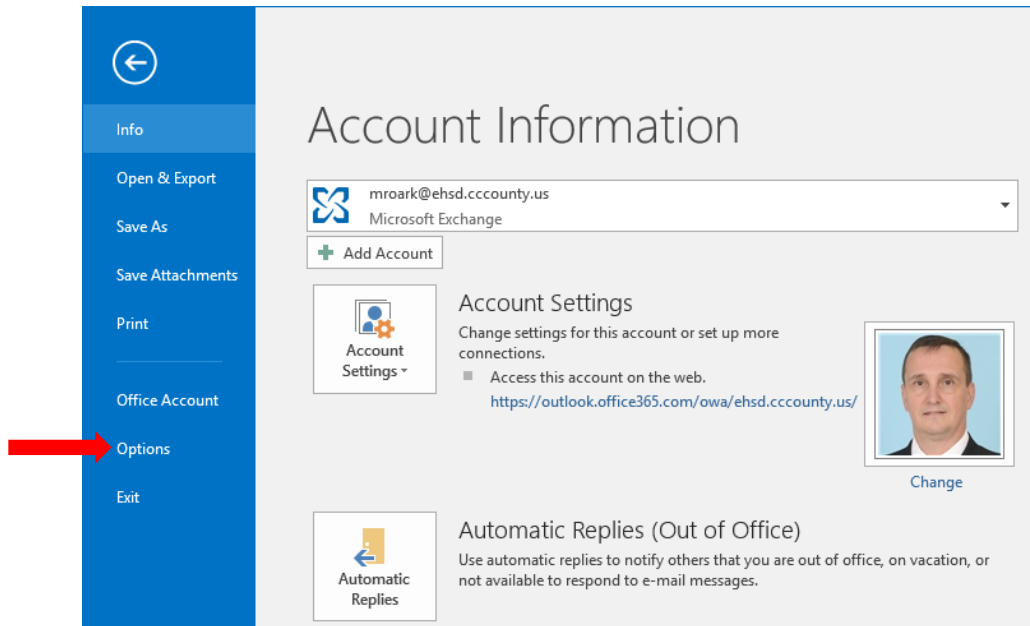
Here is an example of what the new signature line will look like:

**Jane Doe (Optional pronouns)**  
**Title**  
**Bureau**  
**Contra Costa County Employment and Human Services Department**  
**40 Douglas Drive, Martinez, CA 94553**  
**Work: XXX-XXX-XXXX**  
**Cell Phone: XXX-XXX-XXXX**

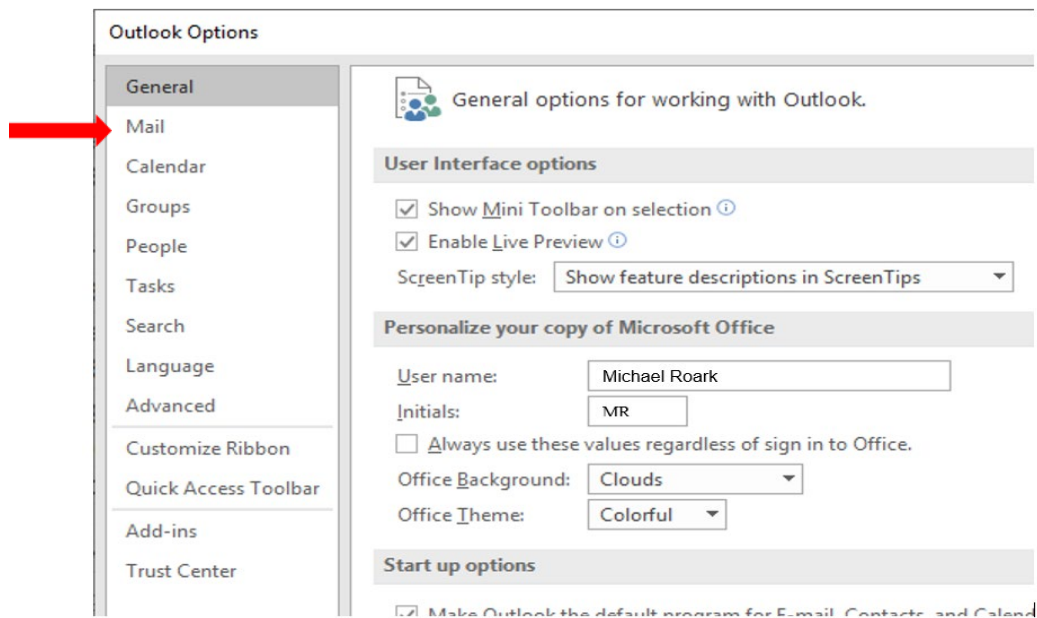


### EHSD – User Instructions for email Signatures:

1. Click on File at top menu when in main outlook window; you will see the following window.
2. Click on Options on left side. (indicated by arrow)

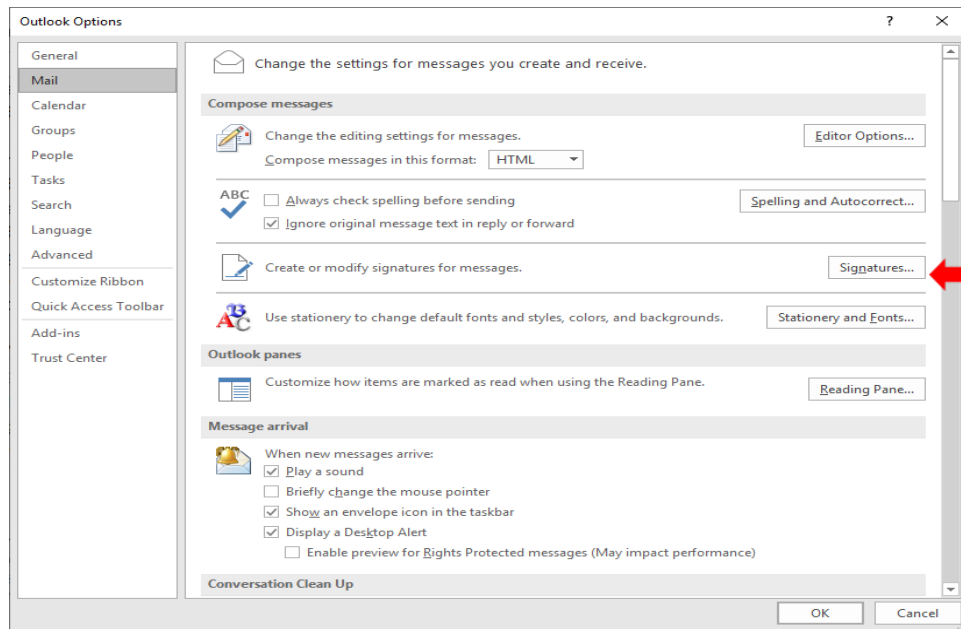


3. Click on Mail (indicated by arrow).



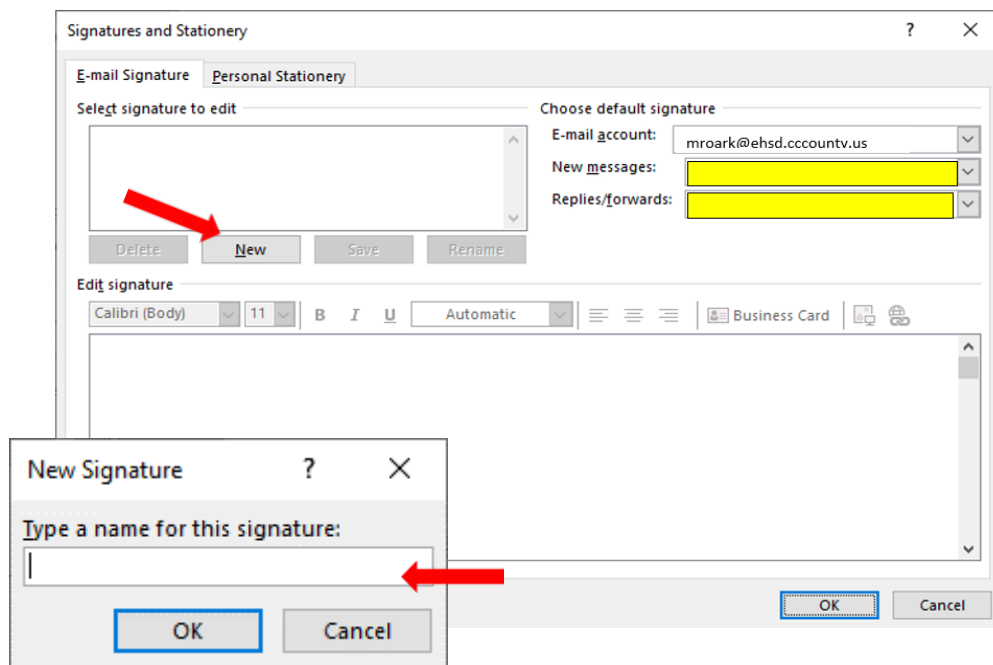
## EHSD – SET UP AND USE EMAIL SIGNATURES

- Click on Signatures box indicated by arrow.



- Select “New” to add a new signature block. A pop-up box will be displayed: Type a name that you want to use to identify this signature in the box and click “OK”.

*Note: This is not the signature that will be displayed in the email but the name that is the key to the signature you are creating.*



6. Create your signature in the box highlighted in yellow below.

Name (Optional Pronouns)

Title

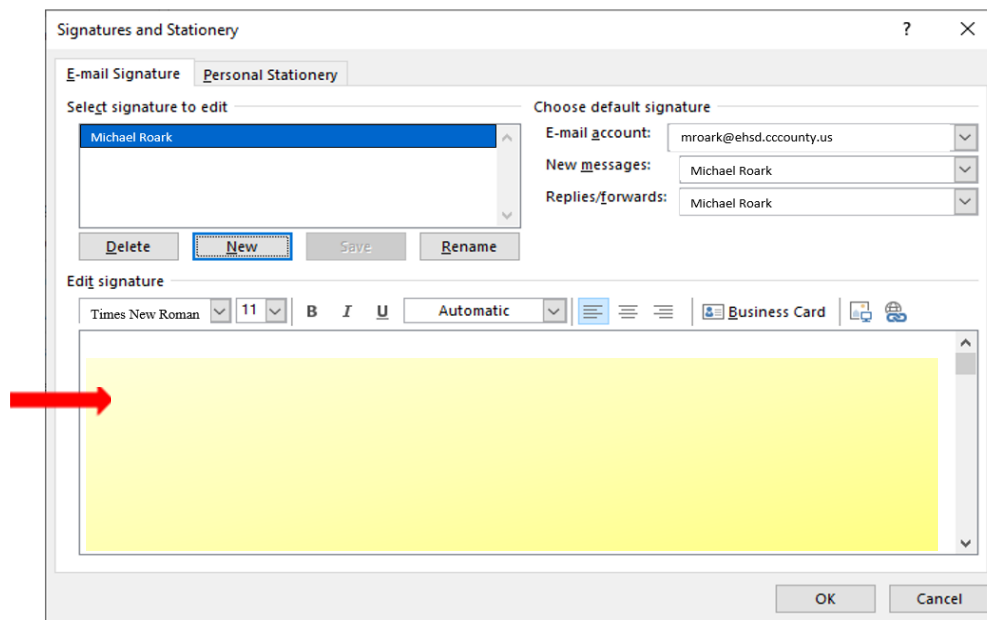
Bureau

Contra Costa County, Employment and Human Services Department

Office Address

E: Email

O: Office Phone C: Cell Phone F: Fax (optional)



7. The following information will be automatically entered at the end of the signature. No action is necessary to create it.

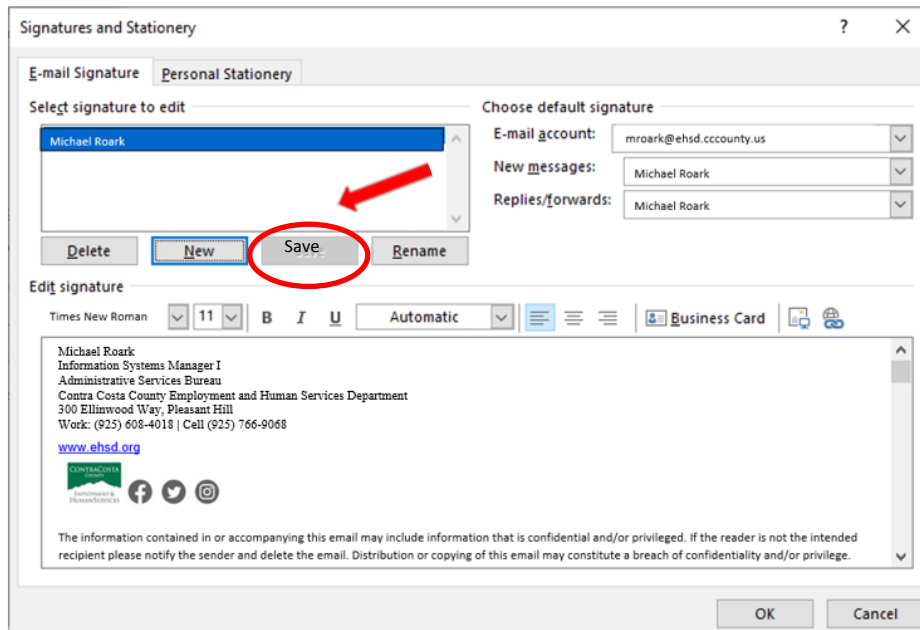
[www.ehds.org](http://www.ehds.org)



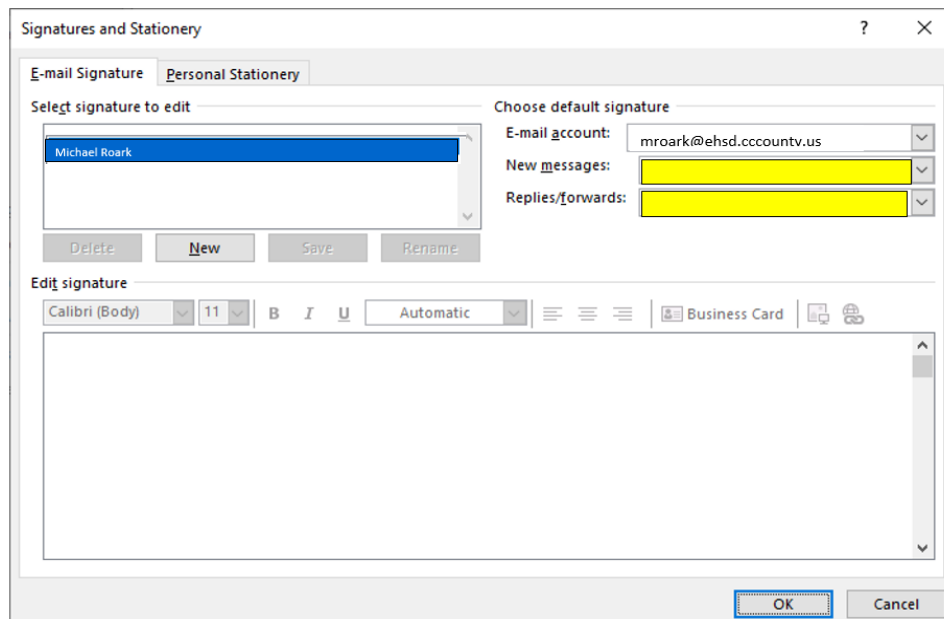
The information contained in or accompanying this email may include information that is confidential and/or privileged. If the reader is not the intended recipient please notify the sender and delete the email. Distribution or copying of this email may constitute a breach of confidentiality and/or privilege.

## EHSD – SET UP AND USE EMAIL SIGNATURES

8. Click on save (Circled in red) to save your signature



9. In the drop down boxes for “New messages” and “Replies/forwards”, select the name of the signature block you just created. The signature block will become the default for the respective emails. Click OK to complete.



## **EHSD – SET UP AND USE EMAIL SIGNATURES**

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**See tips and tricks on next page for additional information.**

**For additional assistance, please contact EHSD Helpdesk at 925-521-7200 (1-7200)**

# Email

Email is our most widespread form of contact for internal and customer communications.

**EHSD Goal:** Maintain a consistent look and feel for all email messages that come from Contra Costa County Employment & Human Services. Protect confidential information. Provide quick access to phone numbers for urgent matters.

**EHSD** has established email style guidelines for all employees to follow. To the right is an example of an approved signature.

## Email Signature

Jane Doe  
Title  
Bureau  
Contra Costa County Employment & Human Services Department  
40 Douglas Drive, Martinez, CA 94553  
O: (925) 608-1234 | C: (925) 433-1234 | F: (925) 313-1575

P O Y E T &  
U A N S E R V I C E S