

SERVICE (SRC) EMPLOYEES CHANGING TO COOLSYS

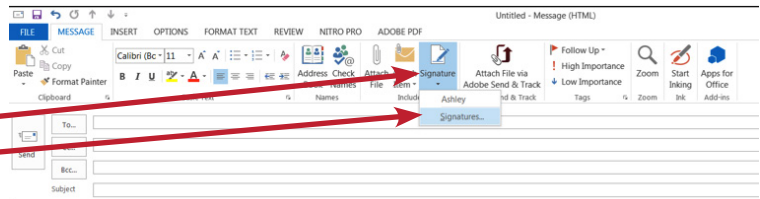
VISIT WEB PAGE: <https://coolsys.com/media/email-sigs/email-signatures.html>
and then follow instructions below:

1. Select the entire new email signature block template (logo and contact info). Then press (CTRL +C) to copy.

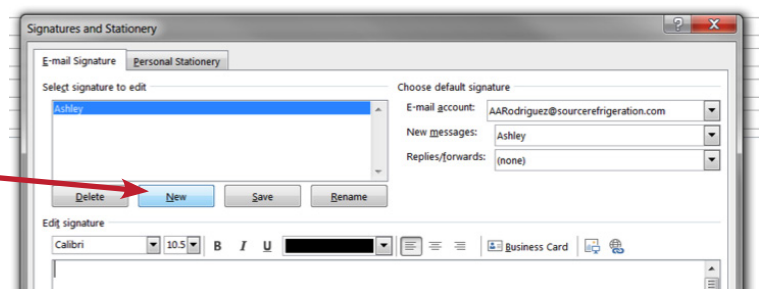


NOTE: Added line for former Service employees only

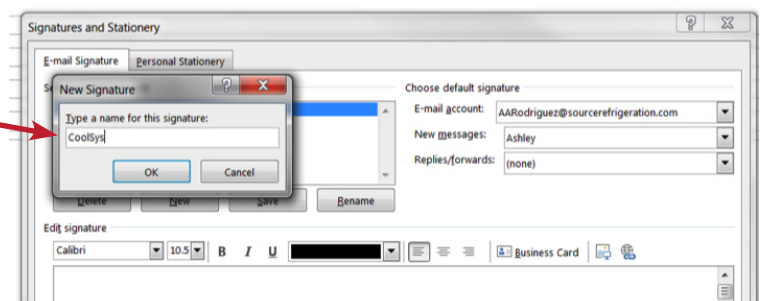
2. Open a new email message.
3. On Message tab, press Signature. Then select Signatures



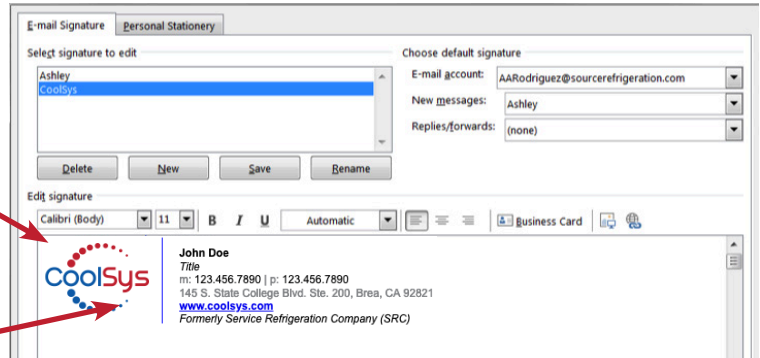
4. Under Select signature to edit, choose New.



5. In the New Signature dialog box, type a name for the signature. Then click OK.



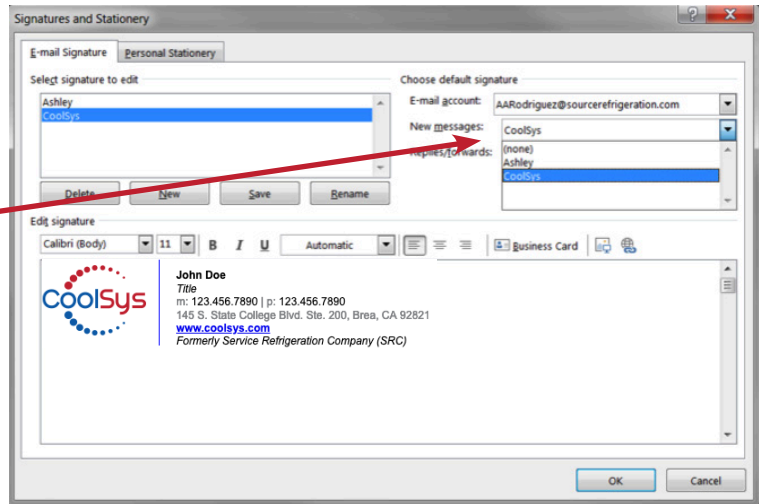
- Under Edit signature, click inside the empty space. Press (CTRL + V) to paste new signature template.



- Replace the John Doe name, Job Title, and phone numbers with your information.

(IMPORTANT REMINDER: Per brand guidelines, do not change or modify font, size, color, logo, or add extra verbiage to email signature block).

- Next, choose default signature by going to New message: click on drop down menu and select the name you gave your new signature.

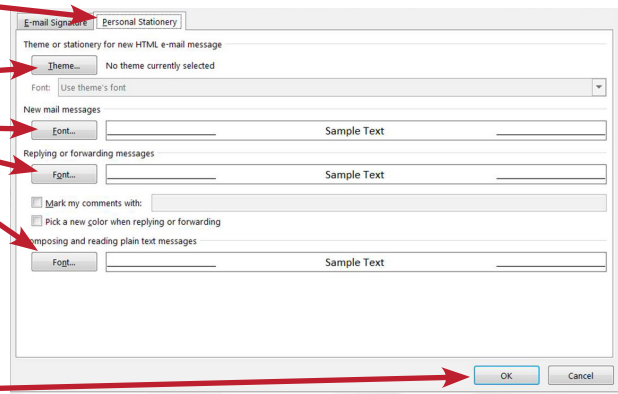


- Click on Personal Stationery tab.

Set the following:

Theme: No theme currently selected.

Font: Color must be set to black.



- Click OK to close and save.

- When you open a new email, the new signature should appear as the default email.