**Aery Aviation Standardized Email Signature**

**Please Note:** The following standardized email signature is to be implemented for all Aery Email accounts. The information, order, font (11 Point Calibri) and trailing ISO/AS logo are to be copied from this template and be unchanged.

**Directions:** Copy and paste the template below into your email signature block and modify with your information

**TEMPLATE:**

Michelle McAfee
Proposal Manager
Aery Aviation, LLC
Cellular: (757) 761-2727
Email: michelle.mcafee@aeryaviation.com[www.aeryaviation.com](http://www.aeryaviation.com/)



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**DIRECTIONS FOR CREATING A SIGNATURE IN OUTLOOK:**

1. Select **File** > **Options**.
2. Select **Mail** > **Signatures**.
3. Select **New**, type a name, and select **OK**.
4. In the **Edit signature** box, compose your signature and select **Save**.

**Tip:** For more info on using signatures, see [Create and add a signature to messages](https://support.office.com/f1/topic/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2?NS=OUTLOOK&Version=90).