# Artex Email Signature*Rev. Feb 2024*

The Artex email signature is standardized across all regions and divisions and should be used by all Artex employees without altering formatting or components.

Please ensure you are using the correct version of the email signature by following the instructions provided in this document.

To create your personal Artex email signature, please copy and paste the template below (do not format manually within Outlook).

EMAIL SIGNATURE TEMPLATE:

 **Employee Name, Employee designations/credentials**

Employee Title, Segment Identifier (not required)



Address Line 1, Address Line 2, City, State/Provence Postal Code, Country

o: 123.456.7890 | m: 123.456.7890

your\_name@artexrisk.com | linkedin.com/in/profile (optional) | [www.artexrisk.com](http://www.artexrisk.com/)

Legal Entity/License # (as applicable)

Legal Disclaimer (as applicable)

REPLIES/FORWARDS - EMAIL SIGNATURE TEMPLATE:

Employees may customize this abbreviated template with their personal contact information to use for Replies / Forwards as their Microsoft Outlook Signature. As applicable, **license and entity numbers,** **legal name and disclosures must be included as shown below.**

 **Employee Name, Employee designations/credentials**

Employee Title, Segment Identifier (not required)

Address Line 1, Address Line 2, City, State/Provence Postal Code, Country

o: 123.456.7890 | m: 123.456.7890

your\_name@artexrisk.com | linkedin.com/in/profile (optional) | [www.artexrisk.com](http://www.artexrisk.com/)

Legal Entity/License # (as applicable)

Legal Disclaimer (as applicable)

A Note about Segment Identifiers:

You are able to include a segment identifier in your email signature. Please note that this is only available if you work within one segment. If you manage work that crosses into two segments, i.e. Specialty Risk Transfer and Alternative Risk, please do not use an identifier.

If segment identifiers apply to you, please select one of the following options:

1. Artex Alternative Risk
2. Artex Capital Solutions
3. Artex Specialty Risk Transfer
4. Artex Carrier Outsourcing

The segment identifier should be inserted beside your title in the email signature, as shown in the templates above.

SETTING UP YOUR SIGNATURE WITHIN MICRosoft outlook:

1. Within Microsoft Outlook, go to: **File Tab** > **Options** > **Mail** > **[Signatures…]**



1. Within the Signatures Window, click **[New]**. Type a name for the signature and click **[OK]**.



1. Copy the email signature template from within this document (see above).
2. Within the Signatures Window, right click in the signature box and select the **“Keep Source Formatting” paste option.**



1. Update all contact information with your personal information, including email addresses and phone numbers. Click **[OK]** to save.

If you need to find the Artex blue color, click on the artist palette with the multiple colors; make the color scheme RGB; **red is 0, green is 87 and blue is 118.**

artex email signature font and color specifications:

**Name Arial, 11 pt, bold, Artex blue**  Required

**Designations Arial, 9 pt bold, Artex blue** Optional

Title Arial, 9 pt, black Required

Segment Identifier Arial, 9 pt, black Optional

Logo (H: 0.5 inches x W: 1.25 inches) \*use the logo file provided

Street Address I City, State Zip Country Arial, 9 pt, black Required

Number(s) o office # I m mobile # Arial, 9 pt, black 1 Required, 3 max

email address | linkedin URL (optional) | email Arial, 9 pt, Artex blue Required

*One blank line*
License # Arial, 7 pt, black Optional

*One blank line* Required

Disclaimer and/or Legal Company Name Arial, 7 pt, black Optional

If you need to find the Artex blue color, click on the artist palette with the multiple colors; make the color scheme RGB; **red is 0, green is 87 and blue is 118.**

**\*** If you are working for a specific business unit that has a webpage dedicated to that solution, you *may* consider adjusting the hyperlink to reflect that, i.e. artexrisk.com/solutions/capital-solutions/ however you must retain artexrisk.com as the ‘text to display’ language on your signature.