**GO Movement – New e-mail signature**

< ------ Signature Long ------ >

Best regards and blessings,

[Your Name]

**[First Name] [Last Name]**

[Role/Title] | GO Movement [Country]

[email address] | [phone number]

[GoMovement.world](https://www.gomovement.world/) | [](https://www.facebook.com/GlobalOutreachDay) [](https://www.youtube.com/user/GlobalOutreachDay) [](https://www.instagram.com/globaloutreachday/) [](https://twitter.com/go_out_day?)

Everyone can reach someone – Together we can reach the World!



< ------ Signature Short ------ >

Best regards and blessings,

[Your Name]

**[First Name] [Last Name]**

[Role/Title] | [GO Movement](https://www.gomovement.world/) [Country Abbr.] | [phone number]

**How to adapt the signature**

1. **Add your** **personal information**. Note: Don’t change the font size and style.
   1. Change the placeholders including the bracket.
2. **Check hyperlinks.** Make sure all hyperlinks are correct. Especially your e-mail address.
   1. Hover over your hyperlink (i.e., e-mail address), does it show the right link? If not do 2.b.
   2. Right-click the hyperlink and select “Edit Link” à add the correct link (i.e., e-mail address).
   3. This method works for e-mail-addresses, websites, and social media.
3. **Paste it into your email signature** after you’ve added everything (example below).
   1. Copy + paste it into your long and short signature in Outlook (or other e-mail program).
4. **Send a test e-mail.** Show off your beautiful new signature to a friend. LET’S GO!

**An Example**

< ------ Signature Long ------ >

Best regards and blessings,

Sebastian

**Sebastian Kaminsky**

Graphic Design | GO Movement International Office

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Best regards and blessings,

Sebastian

**Sebastian Kaminsky**

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