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| **Your Name**Your Position Your Organisation  Your Phone Number Your Address   Your Website.com  |   |
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**Instructions**

1. Open up your email program and go to the signature settings.
2. Copy and paste the above signature into your signature and save.
3. For more specific information on email signatures, try searching for “Create email signature for [insert your email program here, e.g. Outlook, Gmail etc…]”

Note – if you have problems with the images not copying over properly, do the following:

1. Select the broken image in the signature and remove it (either use your delete key or right click and select “Remove Image”.
2. Copy the specific image that is missing from this document and paste it in the correct place in the signature on your email program.
3. Repeat for the other image.
4. You may need to relink the images to the appropriate websites, as below.

School libraries transform logo: <http://www.schoollibrariestransform.org.nz>

Sign our petition: <https://our.actionstation.org.nz/petitions/save-our-school-libraries?fbclid=IwAR1apEQiBQZJ_G6FidAkTkl9_C7z5hSwn_fdXIoxx30X1eGUU-EynG2oiGE>