

## Basic Schemes Signature Block

### Microsoft Outlook

Format requirements for signature block in Microsoft Outlook: font: Arial, 9, black, 25 % brighter.

#### New Messages

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Given Name Name, Job Title national language | en  
 SIS Swiss International School Location, Street No., CH-Postal Code City  
 Sekretariat | School Office +41 xx xxx xx xx | [prename.name@swissinternationalschool.ch](mailto:prename.name@swissinternationalschool.ch)  
[www.swissinternationalschool.ch](http://www.swissinternationalschool.ch) | Bilingual day schools from kindergarten through to college

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Hans Muster, Schulleiter | Principal  
 SIS Swiss International School Pfäffikon-Schwyz, Eichenstrasse 15, CH-8808 Pfäffikon  
 Sekretariat | School Office +41 55 415 44 00 | [hans.muster@swissinternationalschool.ch](mailto:hans.muster@swissinternationalschool.ch)  
[www.swissinternationalschool.ch](http://www.swissinternationalschool.ch) | Zweisprachige Tagesschulen von Kindergarten bis Gymnasium

#### Forwarding or Replying Messages

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Given Name Name, Job Title national language | en  
 Sekretariat | School Office +41 xx xxx xx xx | [prename.name@swissinternationalschool.ch](mailto:prename.name@swissinternationalschool.ch)

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Hans Muster, Schulleiter | Principal  
 Sekretariat | School Office +41 55 415 44 00 | [hans.muster@swissinternationalschool.ch](mailto:hans.muster@swissinternationalschool.ch)

### Office 365

The signatures in Office 365 are managed centrally by SIS Group IT using the Exclaimer software.

The elements are the following:

[Prenome Name]

[Function EN | Function in national language]

[Full name of the school]

Erlenstrasse 15  
 CH-4058 Basel

embedded Google link



[general phone number of the school]



[email of the sender]



school logo with embedded link to the country

Bilingual day schools from kindergarten through to college



Instagram / Facebook: links to the country profiles  
 LinkedIn: link to international profile

The exact wording of the job titles in Office 365 is defined as follows and automatically preset:

Switzerland:

- **Principal | Schulleitung**
- **School Management Team | Mitglied des Schulleitungsteams**
- **Teacher | Lehrperson**
- **Administrative Assistant | Schuladministration**

Germany:

- **Principal | Schulleitung**
- **School Management Team | Mitglied des Schulleitungsteams**
- **Teacher | Lehrkraft**
- **Administrative Assistant | Schuladministration**

Brazil:

- **Principal | Direção Escolar**
- **School Management Team | Equipe de Gestão Escolar**
- **Teacher | Professor/a**
- **Administrative Assistant | Secretaria Escolar**

Italy:

- **Principal | Dirigente Scolastico**
- **School Management Team | Componente del team di direzione della scuola**
- **Teacher | Docente**
- **Administrative Assistant | Segreteria Didattica**