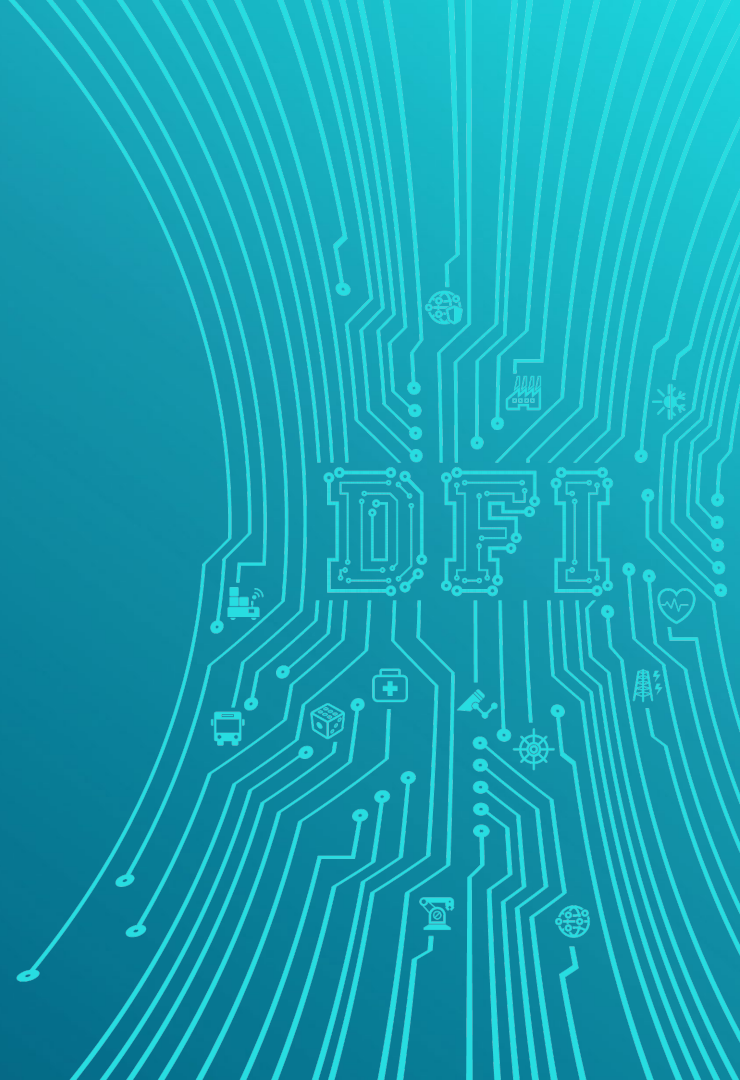


# DFI

## Tutorial – Email Signature and Content





# 1. Email Signature

- [Video tutorial version](#) page 4
- [Image tutorial version](#) page 5-12

# Email Signature

- Signature font: Arial and 微軟正黑體 (Microsoft JhengHei)
- Text size: 10 pt (Name and Tittle) / 8 pt (DFI info)
- Text color: Black

## English

### **Your Name \ Department**

#### **DFI Headquarters**

10F., No.97, Sec. 1, Xintai 5th Rd., Xizhi Dist.,

New Taipei City 221, Taiwan (R.O.C.)

Tel : +886(2)2697-2986 Ext. extension \ Fax : +886(2)2697-2168



## Mandarin

### **Your Name \ Department**

友通資訊股份有限公司

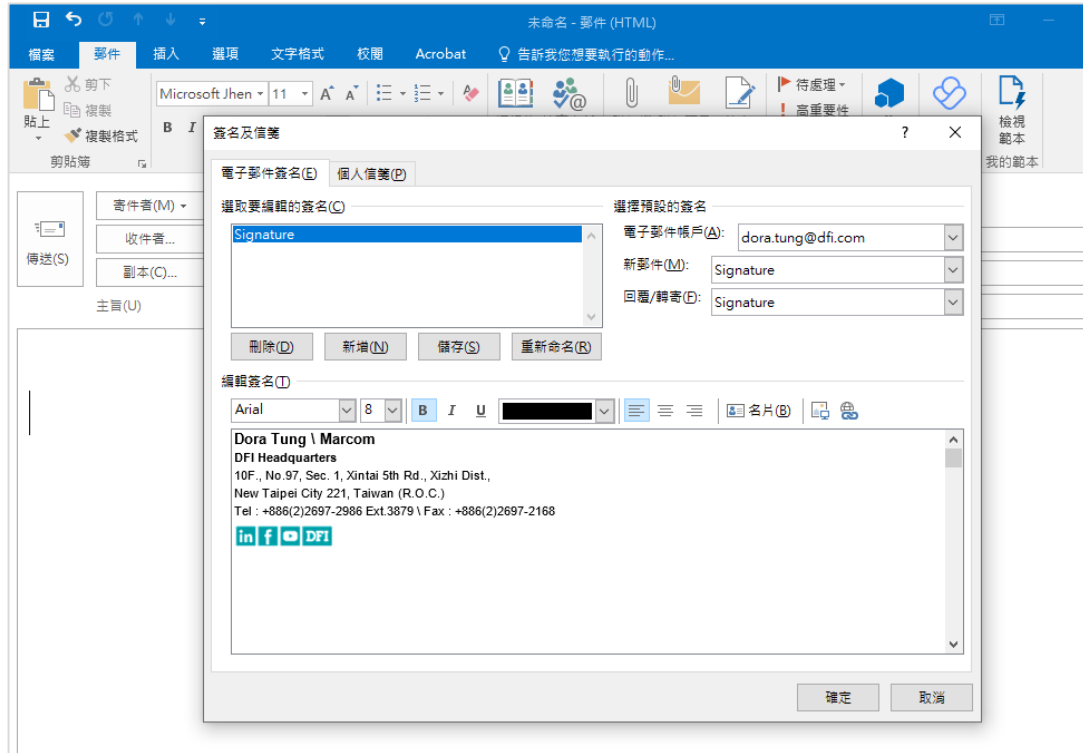
汐止辦公室：221 新北市汐止區新台五路一段 97 號 10 樓(B 棟)

Tel : +886(2)2697-2986 Ext.分機號碼 /Fax : +886(2)2697-2168



# Tutorial - Email Signature

## Video tutorial version



↑ Click the screen to play the video.

# Tutorial - Email Signature

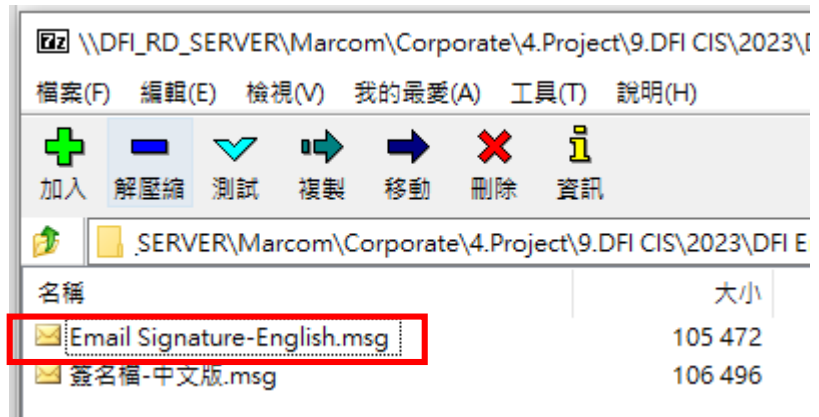
## Image tutorial version

Step 1:

→ [Click here to download template.](#)

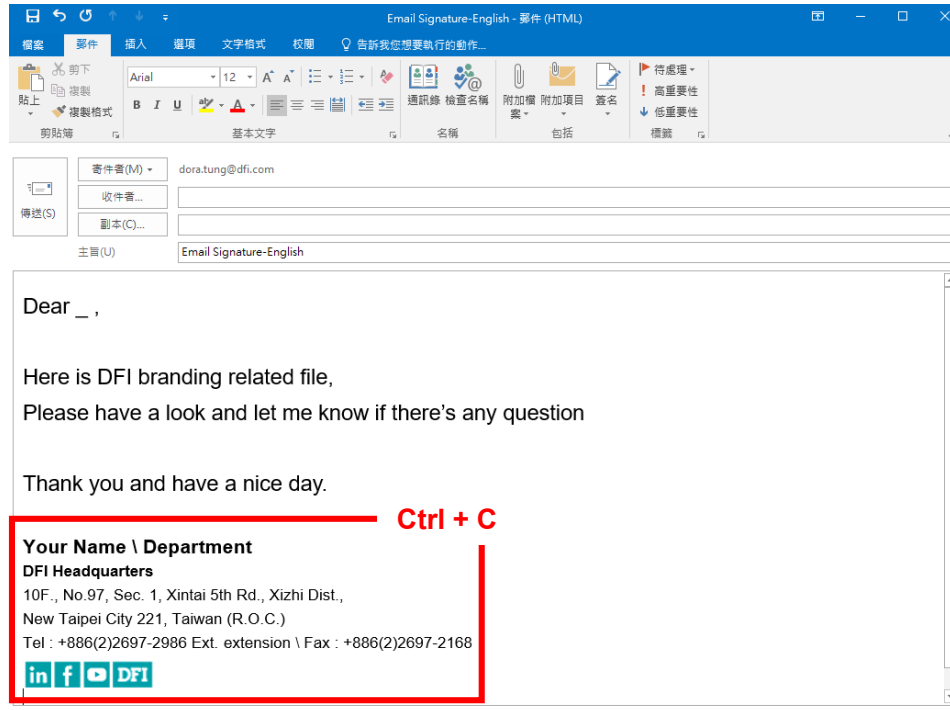


Step 2: Open the compressed file, select the signature file (English version or Chinese version), the following demonstration is based on the English version.



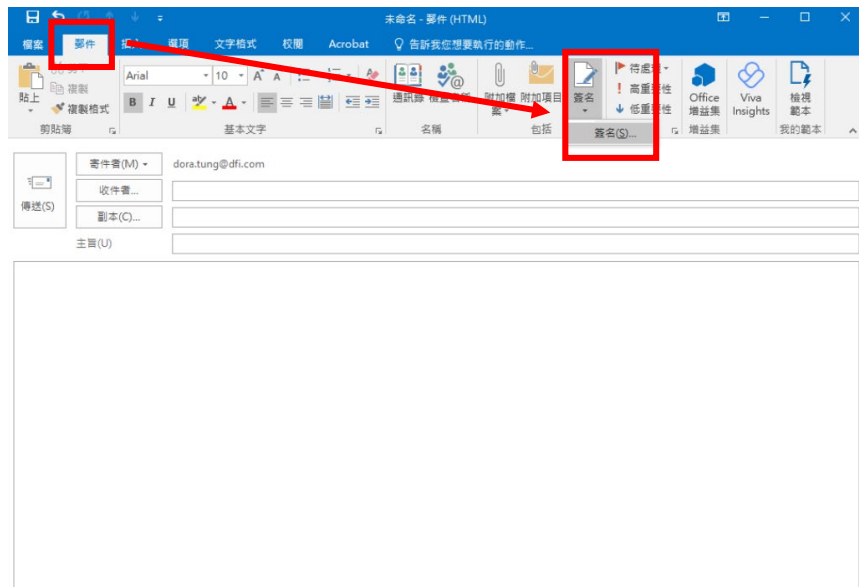
# Tutorial - Email Signature

## Step 3: Copy the template

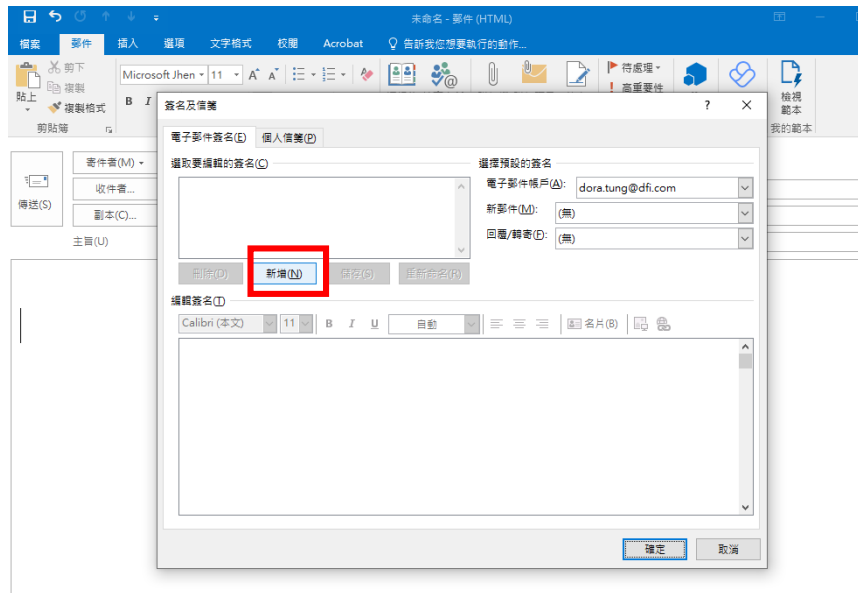


# Tutorial - Email Signature

Step 4: Message (郵件) → Signatures (簽名) → Signatures (簽名)

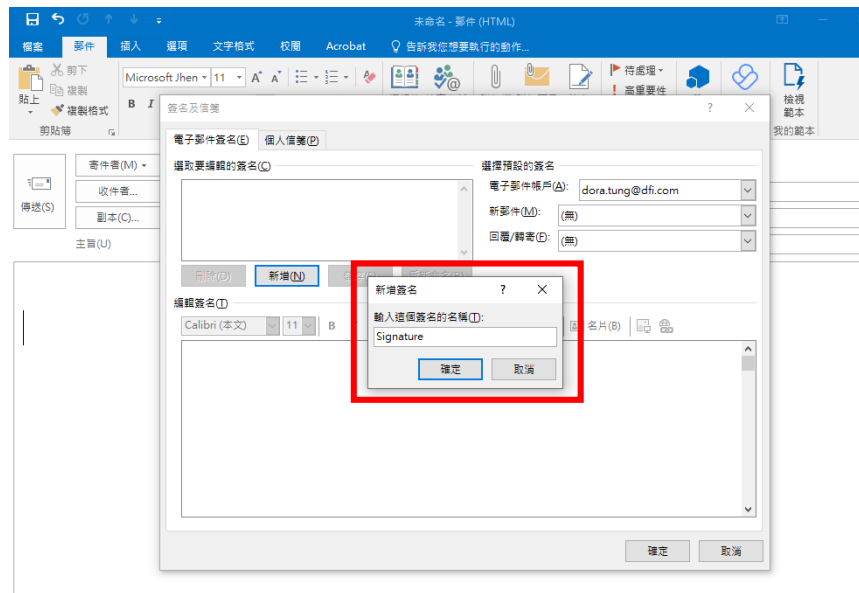


Step 5: E-mail Signatures(電子郵件簽名) → New (新增)

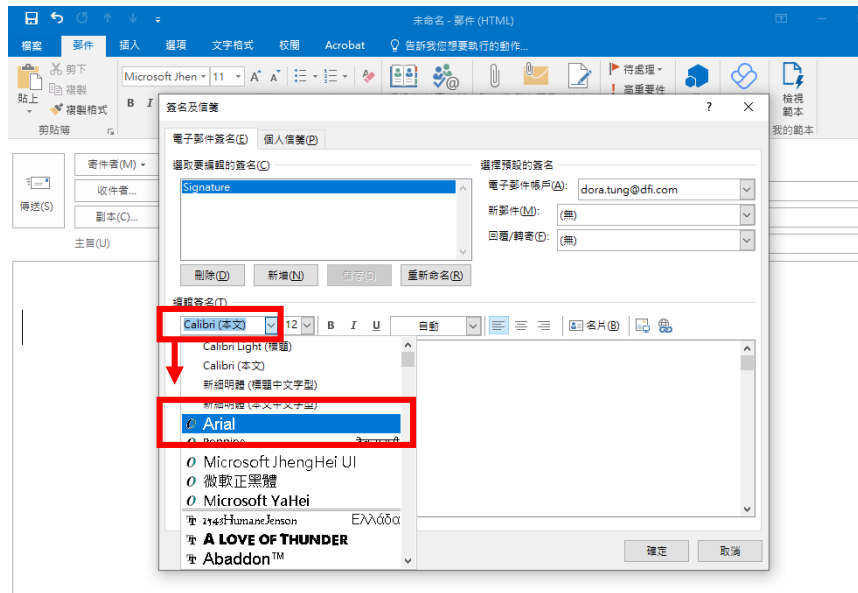


# Tutorial - Email Signature

Step 6: Enter the Signature name and press 'OK' (確定)



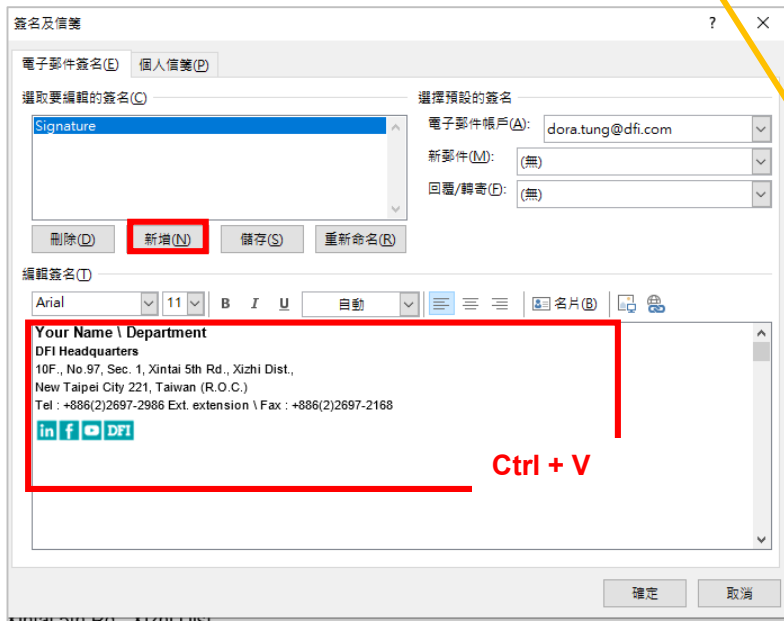
Step 7: Select font - Arial



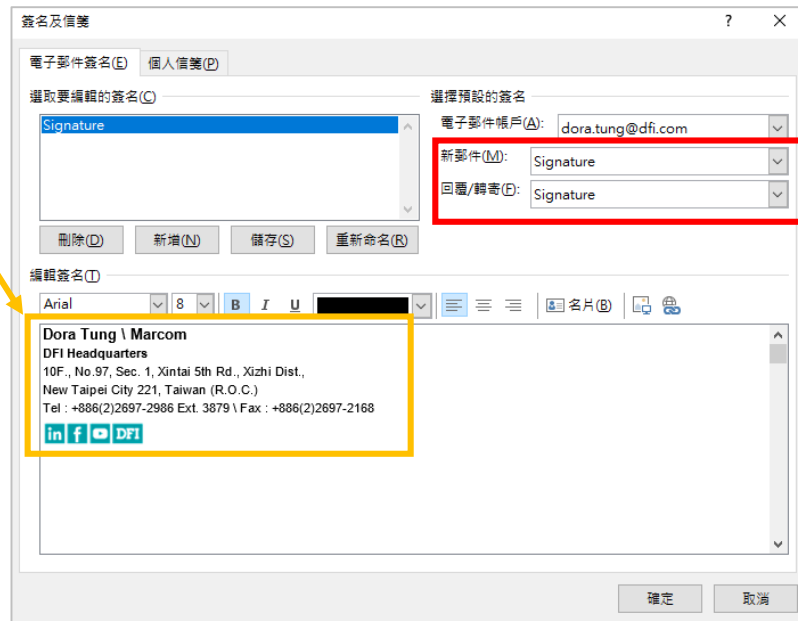


# Tutorial - Email Signature

**Step 8:** After pasting the copied template, click 'Save' (儲存),  
Modify the signature file with your own information.

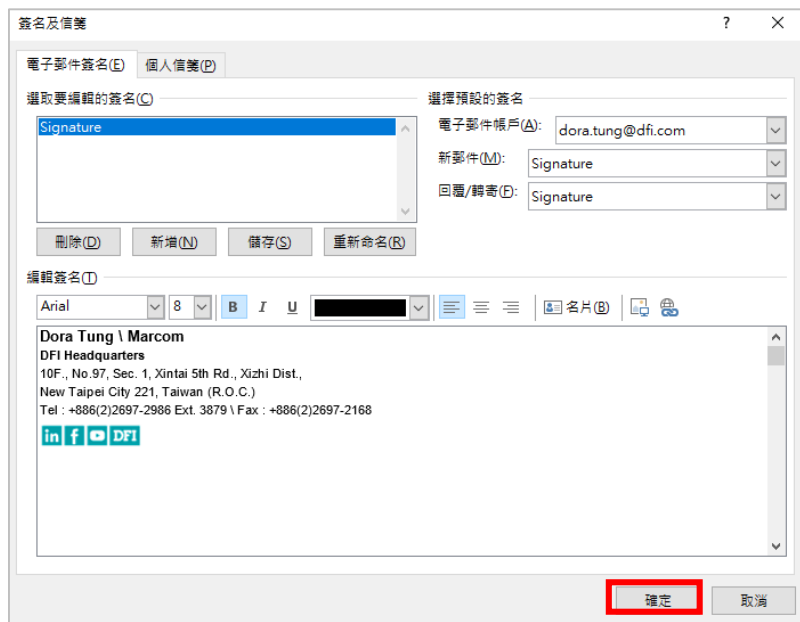


**Step 9:** Select the newly added signature block for both  
'New messages' (新郵件) and 'Replies/Forwards' (回覆/轉寄)



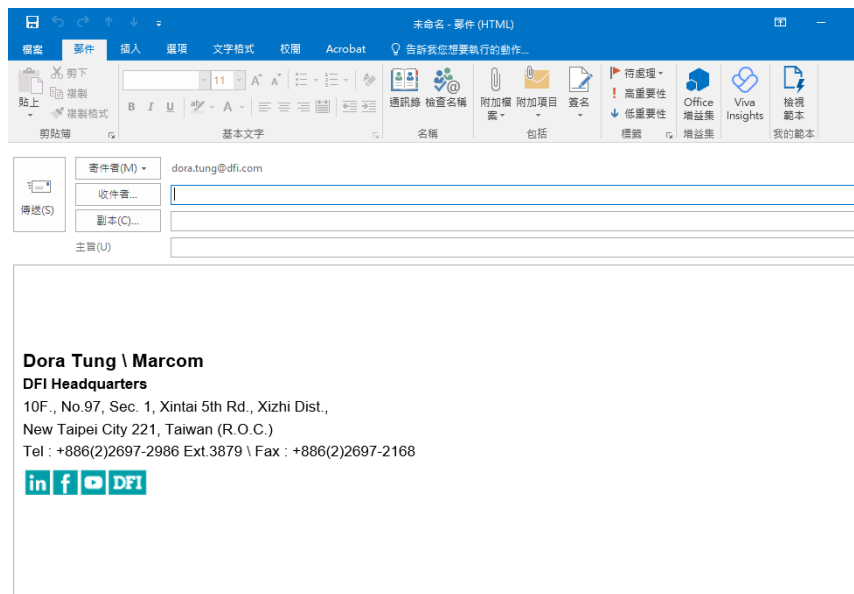
# Tutorial - Email Signature

Step 10: Click 'OK' (確定)



Finish!

Create a new email to see if the changes were successful.




# Email Signature with Exhibition Promotional Banner

Copy and paste the image directly  
**without resizing**, as it may result in image blurring.

**Your Name \ Marcom**  
**DFI Headquarters**  
10F., No.97, Sec. 1, Xintaj 5th Rd., Xizhi Dist.,  
New Taipei City 221, Taiwan (R.O.C.)  
Tel : +886(2)2697-2986 Ext. extension \ Fax : +886(2)2697-2168

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# Do not copy the signature from someone else's email, as the icon may become blurry.

Please use the signature from the template.

→ [Click here to download template.](#)

O

Eva Chen \ Marcom  
DFI Headquarters  
10F., No.97, Sec. 1, Xintai 5th Rd., Xizhi Dist.,  
New Taipei City 221, Taiwan (R.O.C.)  
Tel : +886(2)2697-2986 Ext. 3254 \ Fax : +886(2)2697-2168



Normal

X

Eva Chen \ Marcom  
DFI Headquarters  
10F., No.97, Sec. 1, Xintai 5th Rd., Xizhi Dist.,  
New Taipei City 221, Taiwan (R.O.C.)  
Tel : +886(2)2697-2986 Ext. 3254 \ Fax : +886(2)2697-2168



Blurry



# 2. Email Content

- **Video tutorial version** page **15**
- **Image tutorial version** page **16-18**

# Email Content

- Content font: Arial and 微軟正黑體 (Microsoft JhengHei)
- Text size: 11 pt
- Text color: Black

## English

Dear \_ ,

Here is DFI branding related file,  
Please have a look and let me know if there's any question

Thank you and have a nice day.

### **Your Name \ Department**

#### **DFI Headquarters**

10F., No.97, Sec. 1, Xintai 5th Rd., Xizhi Dist.,  
New Taipei City 221, Taiwan (R.O.C.)

Tel : +886(2)2697-2986 Ext. extension \ Fax : +886(2)2697-2168



## Mandarin

您好，

這是 DFI 品牌相關文件，  
敬請確認，若有任何問題再請提出，謝謝您。

### **Your Name \ Department**

友通資訊股份有限公司

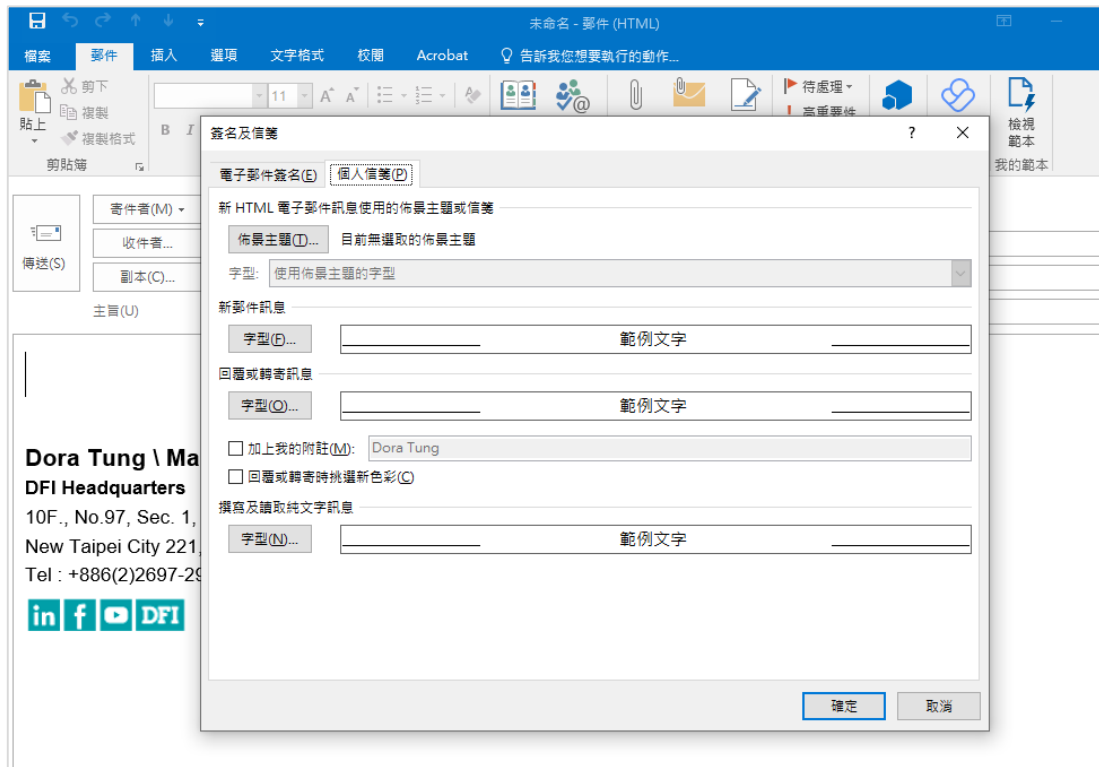
汐止辦公室：221 新北市汐止區新台五路一段 97 號 10 樓(B 棟)

Tel : +886(2)2697-2986 Ext.分機號碼 /Fax : +886(2)2697-2168



# Tutorial - Email Content

## Video tutorial version

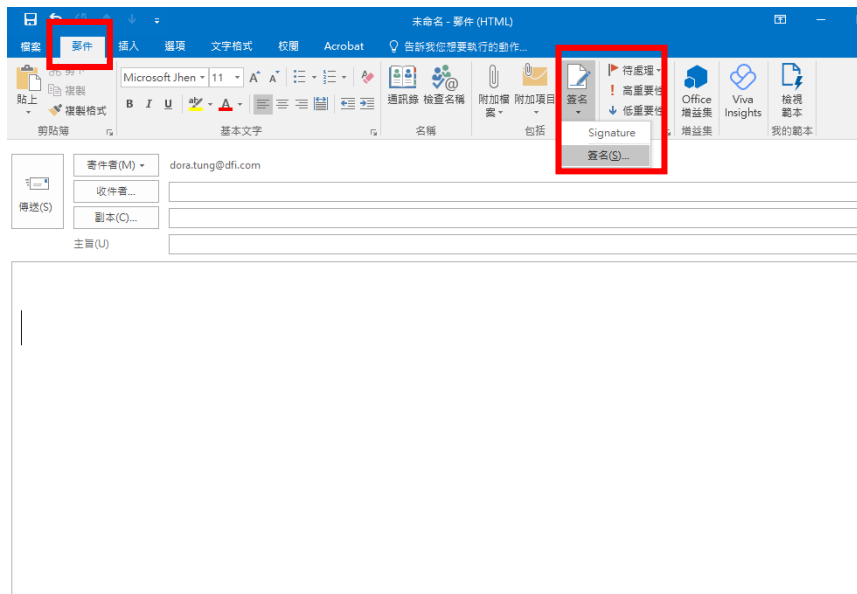


↑ Click the screen to play the video.

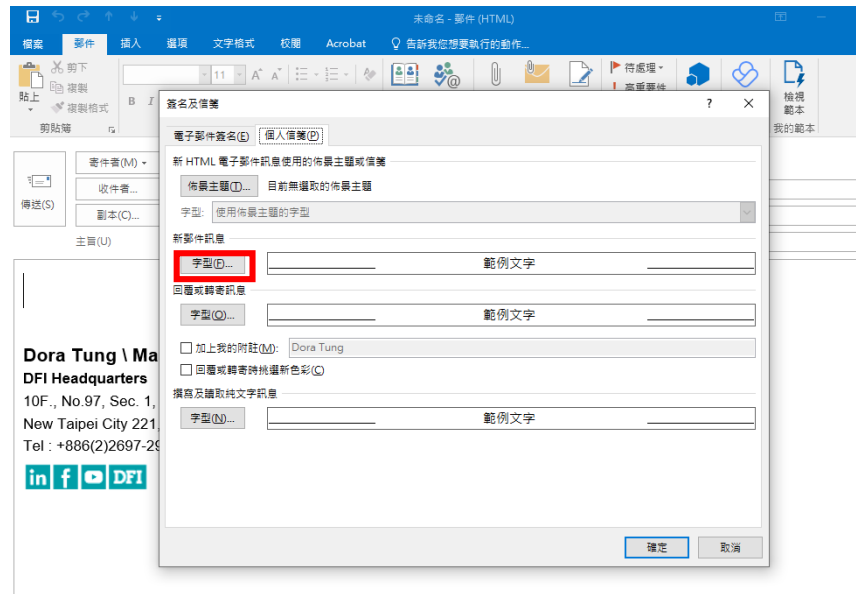
# Tutorial - Email Content

## Image tutorial version

Step 1: Message (郵件) → Signatures (簽名) → Signatures (簽名)



Step 2: Personal Stationery (個人信箋) → Font (字型)  
'New messages' (新郵件)

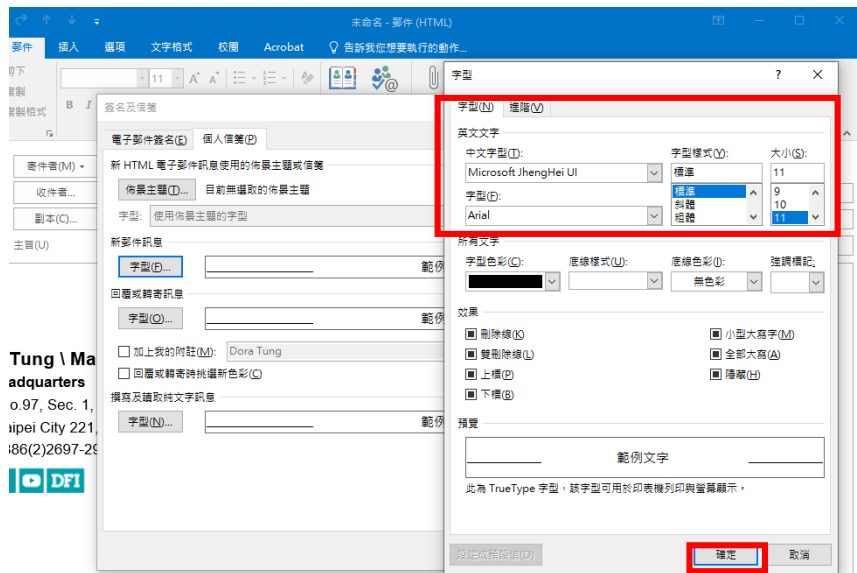




# Tutorial - Email Content

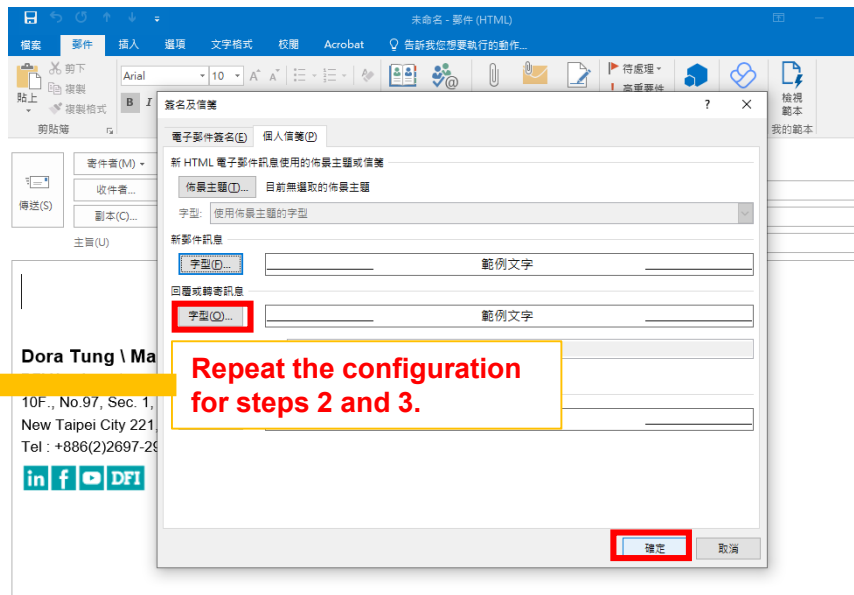
## Step 3: Message (郵件) → Signatures (簽名)

- Font: 微軟正黑體 (Microsoft JhengHei) and Arial
- Text type: Regular (標準) / Text size: 11pt
- Text color: Black → **press 'OK' (確定)**



## • Step 4: 'Replies/Forwards'(回覆/轉寄)

- Repeat the configuration for steps 2 and 3.
- Press 'OK' (確定)



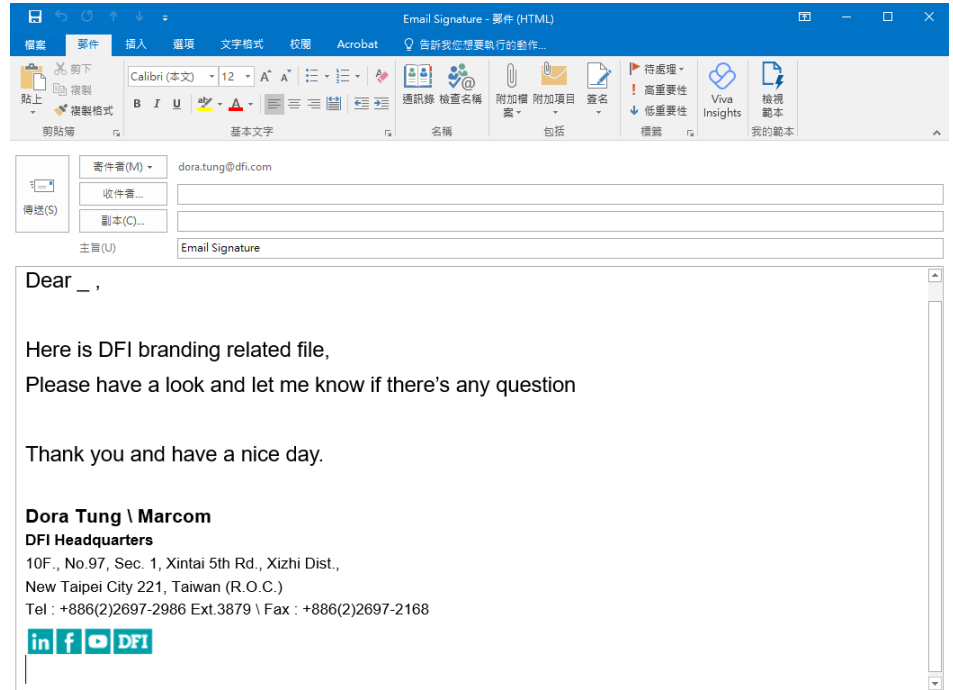
Tung \ Ma  
adquarters  
o.97, Sec. 1,  
ipei City 221,  
886(2)2697-28



# Tutorial - Email Content

## Finish!

Create a new email and input some text to test if the changes were successful.



**DFI**

**Thank you!**

