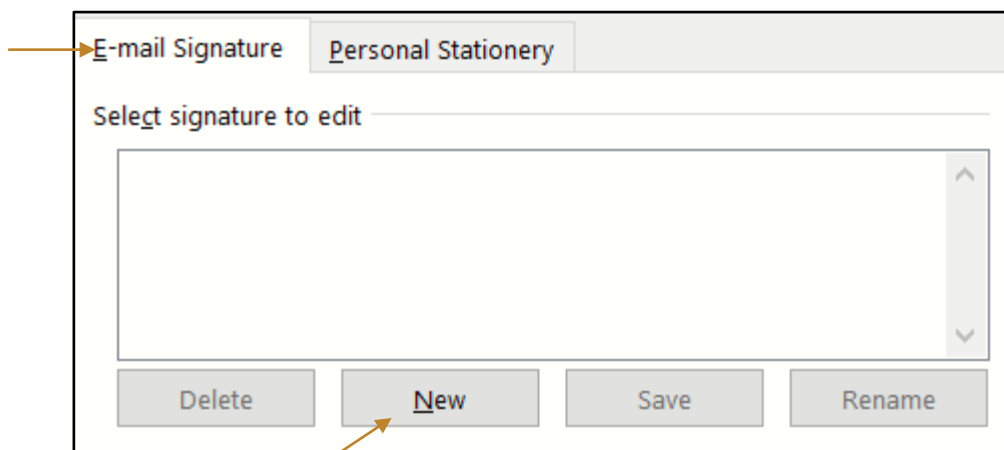
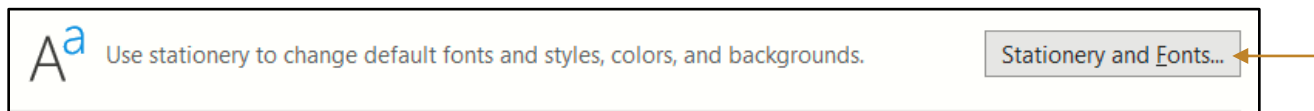
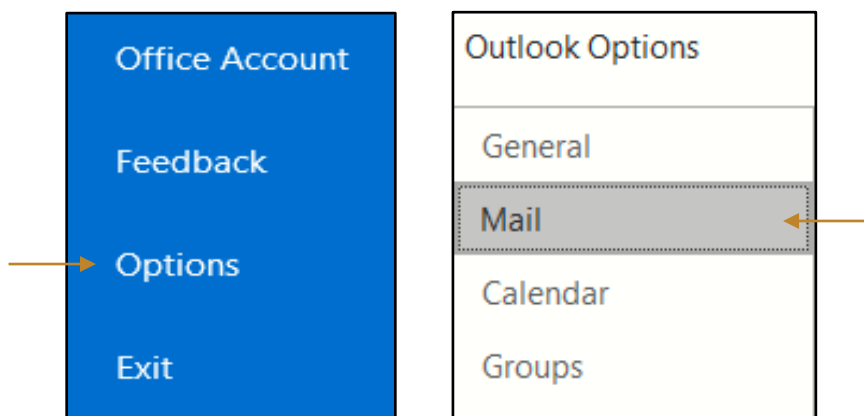
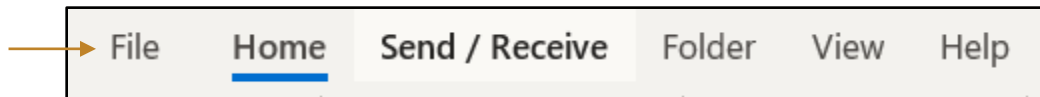




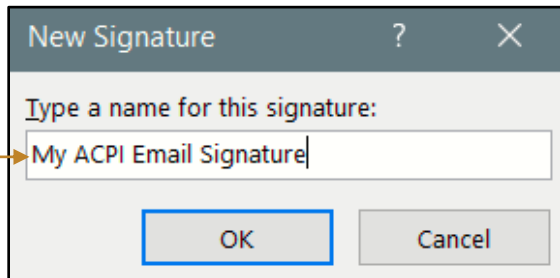
How-To Set Up Your ACPI Email Specifications

In Outlook, navigate to the top left-hand corner and select File > Options > Mail > Stationery and Fonts > E-mail Signature (tab) > New

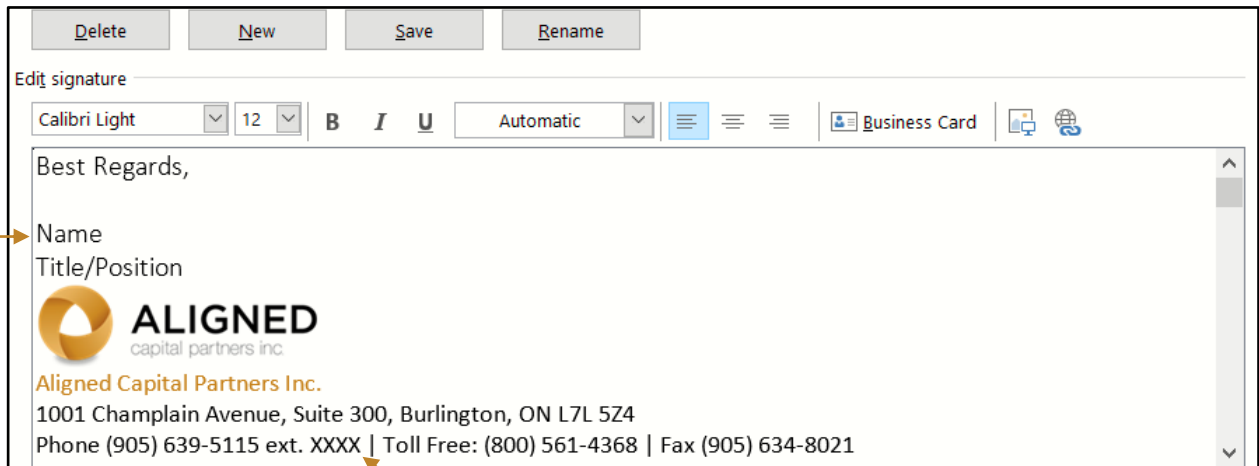




To create & save your ACPI email signature: name your signature file > click OK > copy and paste the correct email signature template into the blank box provided (two options depending on whether you are registered or not) > enter your specifics in the signature: preferred name, position/job title, and extension number > click Save > OK



A dialog box titled "New Signature" with a question mark icon and a close button. It contains a text input field with the text "My ACPI Email Signature" and two buttons: "OK" and "Cancel". An orange arrow points to the text input field.



A window titled "Edit signature" with a toolbar containing "Delete", "New", "Save", and "Rename" buttons. Below the toolbar is a rich text editor with a font dropdown set to "Calibri Light" and size "12". The editor contains the text "Best Regards," followed by "Name" and "Title/Position". Below this is the Aligned Capital Partners Inc. logo and contact information: "Aligned Capital Partners Inc.", "1001 Champlain Avenue, Suite 300, Burlington, ON L7L 5Z4", and "Phone (905) 639-5115 ext. XXXX | Toll Free: (800) 561-4368 | Fax (905) 634-8021". An orange arrow points to the "Name" text, and another orange arrow points to the contact information.

NOTE: please ensure that your newly created email signature is also saved as the default for both your new message and replies/forwards



A dialog box titled "Choose default signature" with three dropdown menus. The first dropdown is labeled "E-mail account:" and has "LStone@alignedcapitalpartners.com" selected. The second dropdown is labeled "New messages:" and has "My Email Signature" selected. The third dropdown is labeled "Replies/forwards:" and has "My Email Signature" selected.



To create & save your ACPI stationery: Select Personal Stationery (tab) > Font > enter the specifics required for the text body: Calibri Light, Regular, 12 pt., Colour Automatic (black) > OK

NOTE: continue to repeat the same steps for new mail messages & replies or forwarding messages

