AOVET 50years tool kit

1 The logos

Add them everywhere.
We have two logos, the small one and the one with the slogan. The one with the slogan is **only** for use when the normal AOVET logo is **not** used.

If you need the logo in another size or format, please ask the CD Team.

2 The templates

All templates are provided, please use for your presentations, minutes, word files and program the new template.
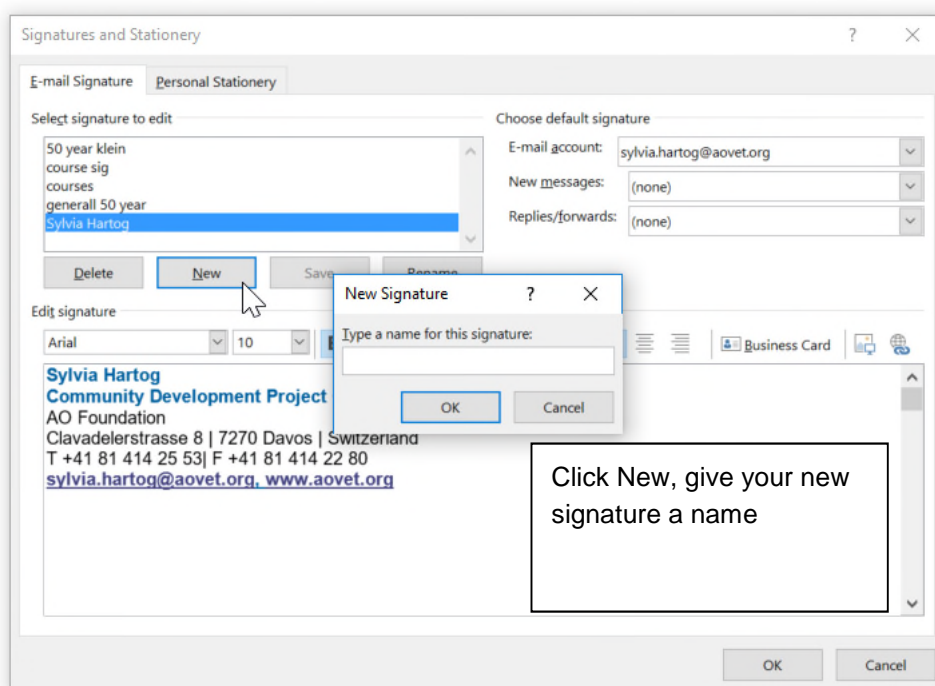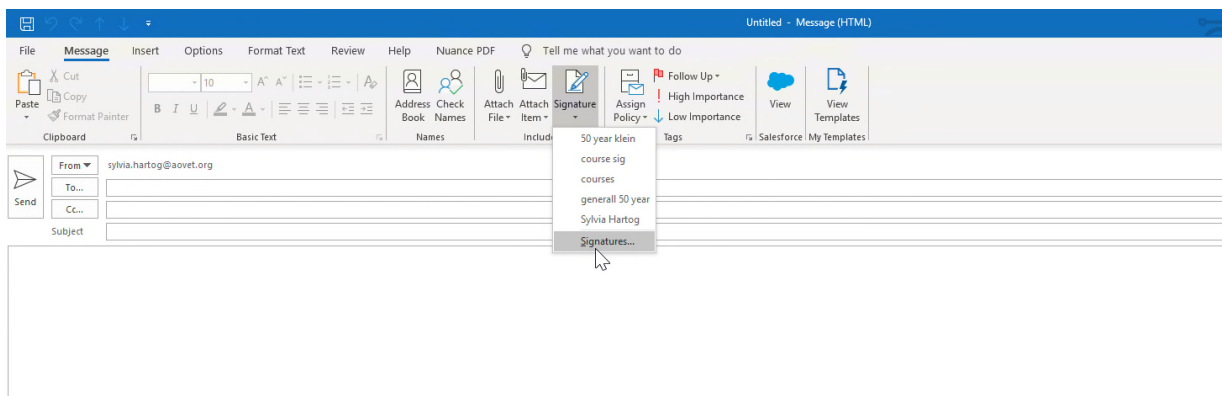They are available as Template in Office and on the Brand portal. For the program, please send the first new created program to the CD team, that we make sure we all have the same look and feel.
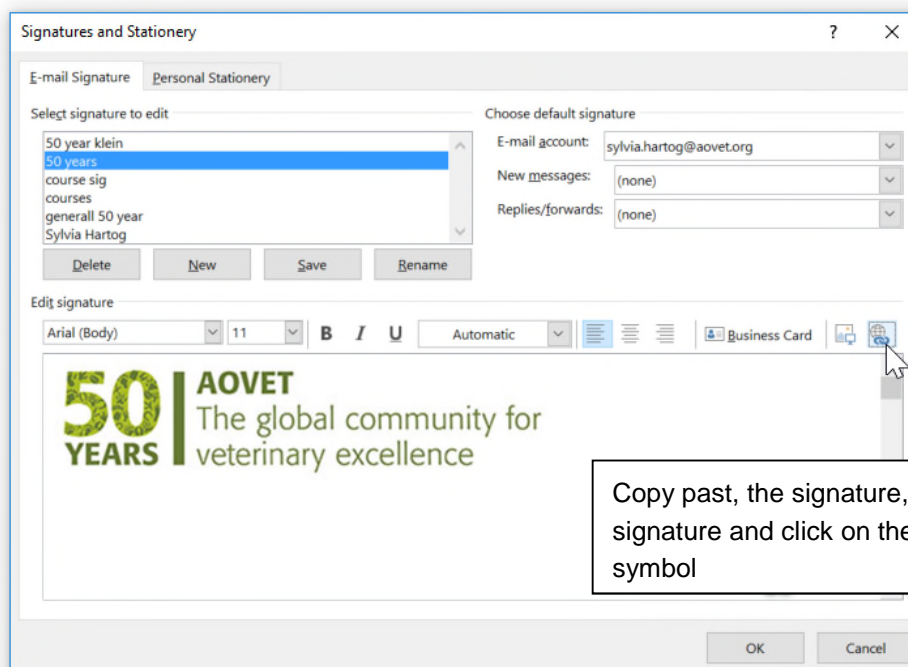
3 Email signatures

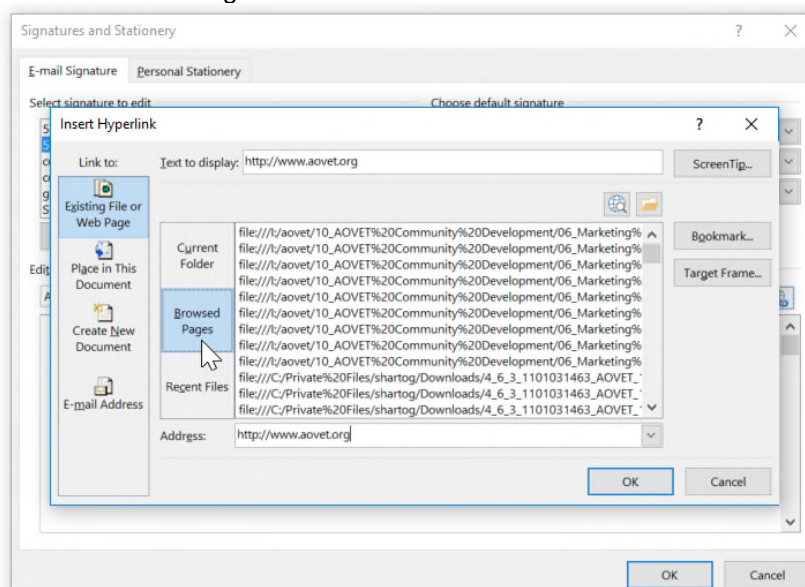You can use the course email signature or the general one.
Check the following print screens how to add an email signature in Outlook or Mail OSX
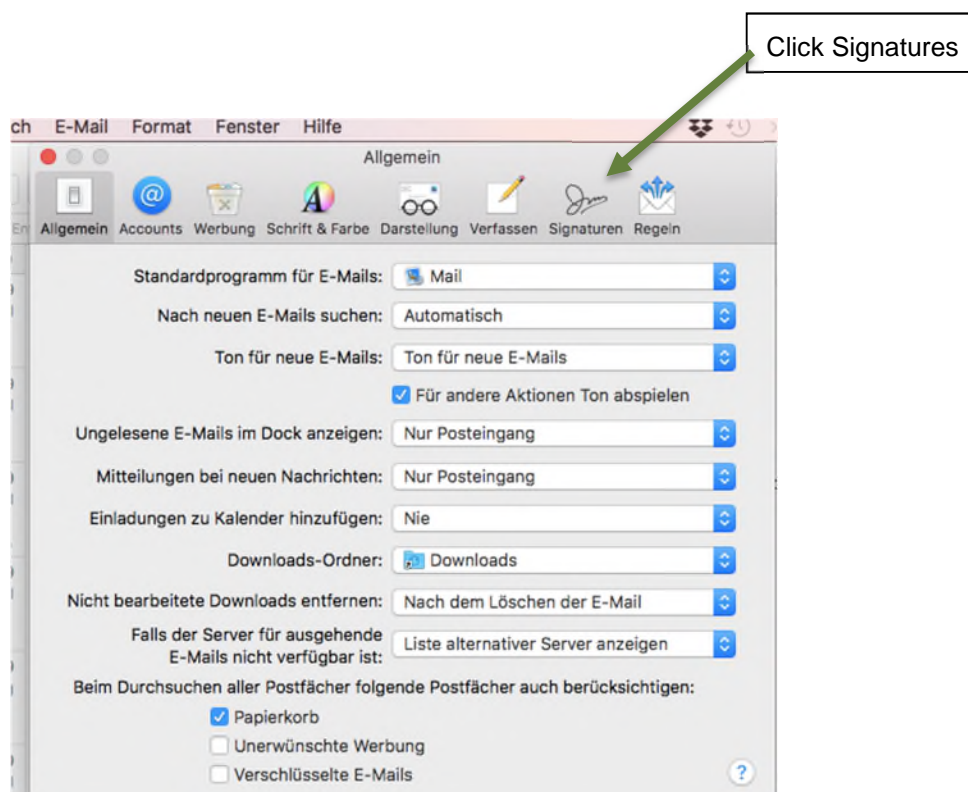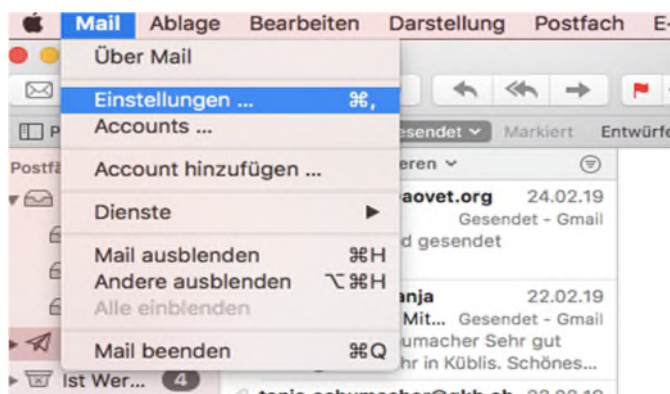
3.1 Outlook

Click New, give your new signature a name

Copy past, the signature, select the signature and click on the hyper link symbol

Click on Browsed Pages and add a website URL. Click twice OK

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3.2   Mail OSX

Find a video here: https://www.youtube.com/watch?v=x-pATsvrQQc

Click on Mail → Preferences

Click Signatures

Include the signature and select it and click ⌘+K

Click OK, Done!