

## Bismarck-Mandan Chamber E-mail Tag Guidelines

Thank you for your interest in the Chamber e-mail tag. The following guidelines were developed to ensure appropriate and consistent usage of the tag.

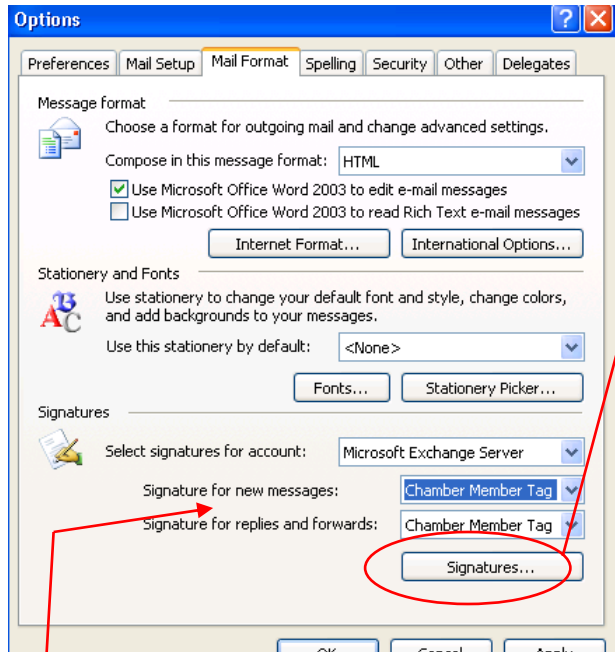
### Intent

The Chamber e-mail tag is intended to help you brand your business as a current Chamber member. It also helps the Chamber maintain and enhance member services through new member signups as a result of your referral.

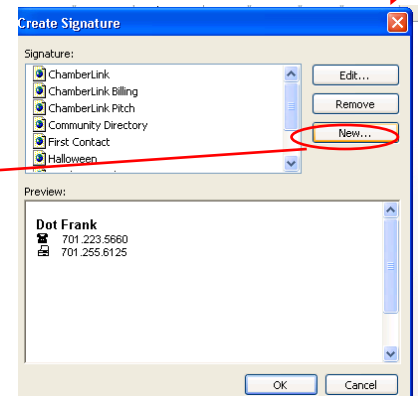
### Instructions

Save the e-mail tag to your computer (My Pictures is a natural folder).

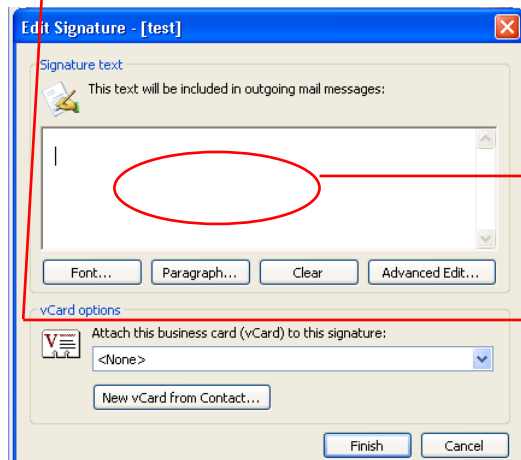
Outlook users: select Tools and then Options from your menu bar. The following should appear:



Click on the Signatures button under the Mail Format tab.



Select New and follow the prompts on the next screen. Then hit Next.



Type your contact information here and then right click in the text area. Choose insert image. Click on browse to find the Chamber Member E-mail Tag. Hit finish. Back to the Mail Format window, select the Chamber Tag signature as your signature for new and/or replies and forwards.

### Prohibitions

- Use of the Chamber Member E-mail Tag is limited to use by *current* Chamber members. Use by non-members is prohibited.
- The tag must appear in its entirety; it may not be altered in any manner including resizing.
- Users must restrain from positioning the tag in a fashion that conveys Chamber endorsement products and/or services.

### Assistance

Members are encouraged to contact the Chamber at 223-5660 or [info@bismarckmandan.com](mailto:info@bismarckmandan.com) with questions regarding the tag.