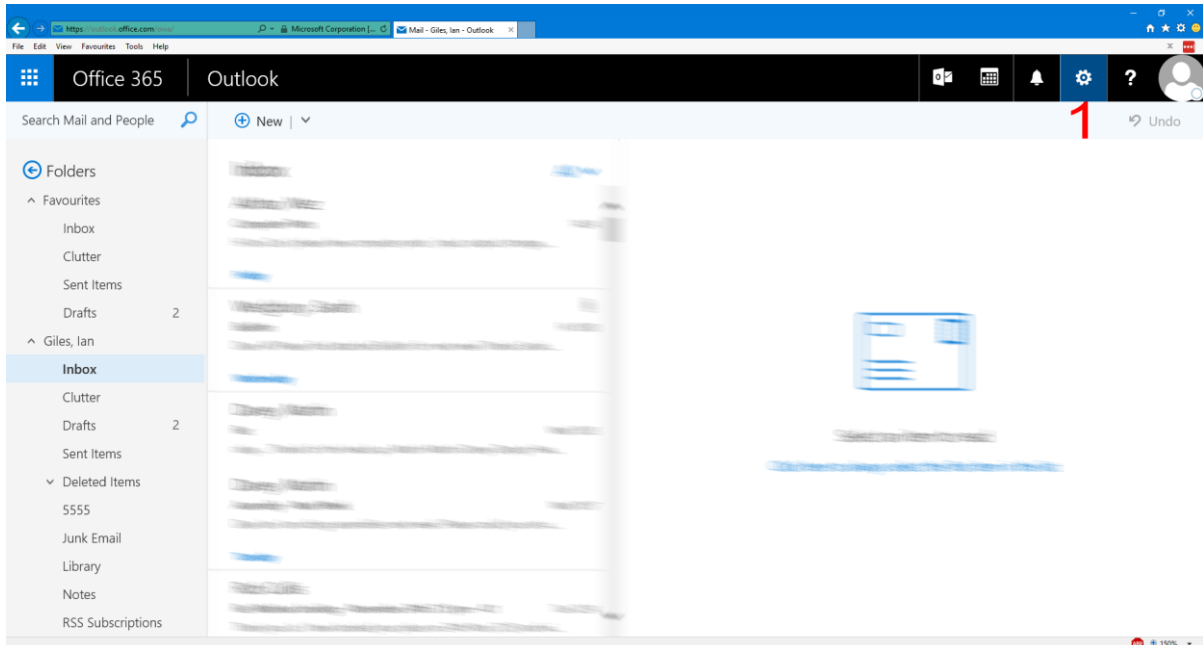


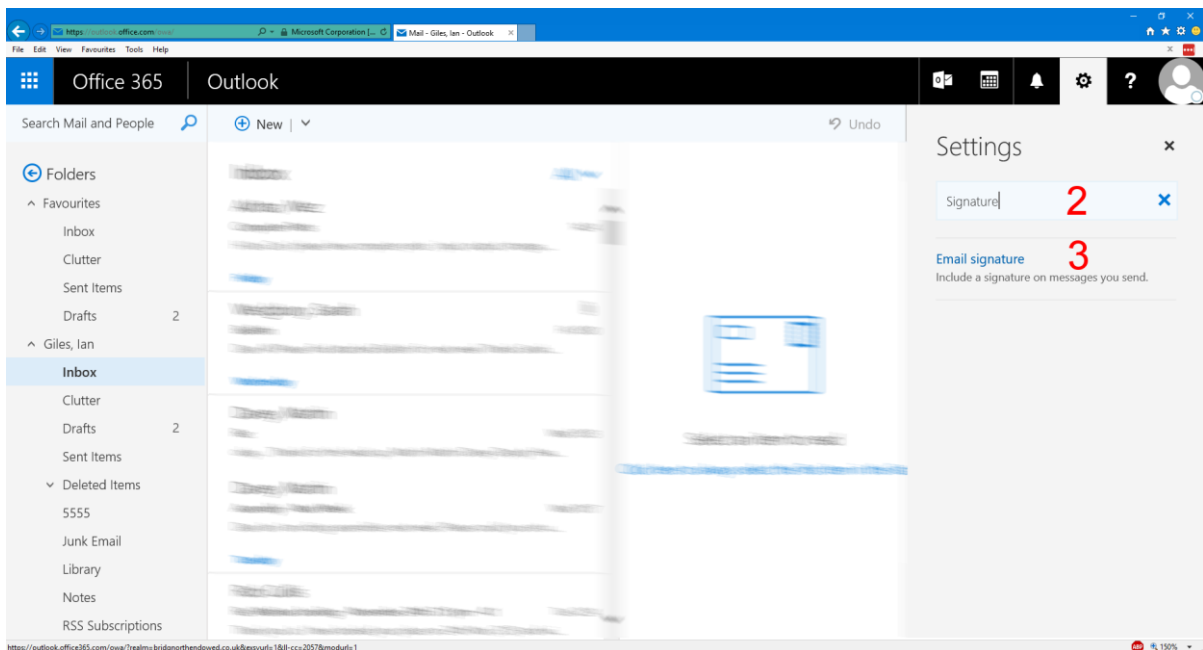
## How to set an automatic email signature.

To set the Bridgnorth Endowed default email signature to all new outgoing emails please follow the guide below.

1. Click the options 'cog'.

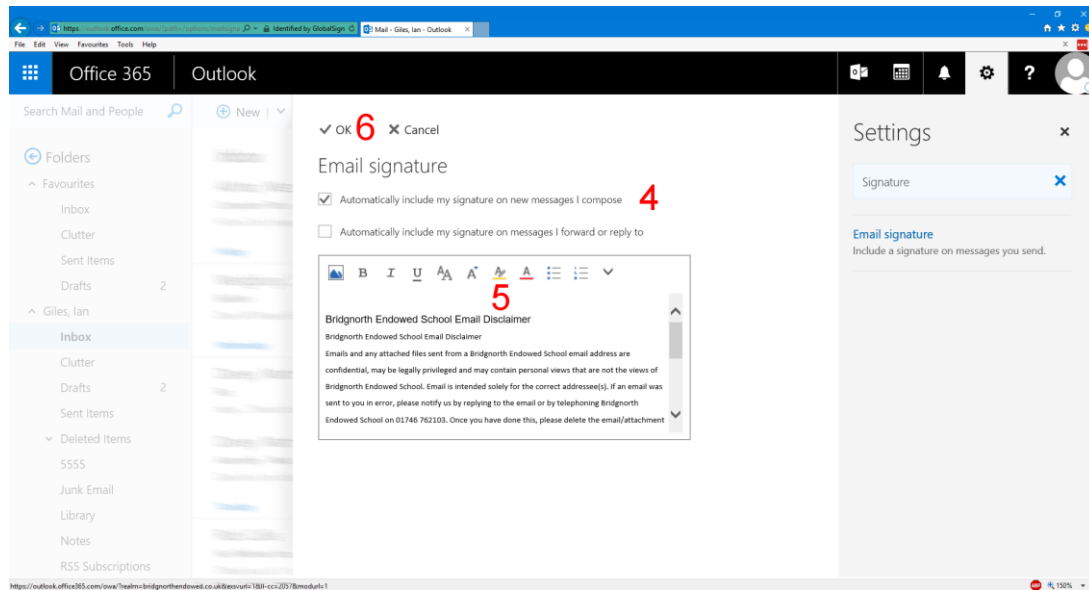


2. Type Signature into the search box.



3. Click the Email signature search result.

4. Tick the automatically include my signature option.



5. We currently use the following text in our signature (September 2016).

**Bridgnorth Endowed School Email Disclaimer**

Emails and any attached files sent from a Bridgnorth Endowed School email address are confidential, may be legally privileged and may contain personal views that are not the views of Bridgnorth Endowed School. Email is intended solely for the correct addressee(s). If an email was sent to you in error, please notify us by replying to the email or by telephoning Bridgnorth Endowed School on 01746 762103. Once you have done this, please delete the email/attachment and do not disclose, copy, distribute, or rely on it.

Under the Data Protection Act 1998 and the Freedom of Information Act 2000, the contents of emails and their attachments (sent to or received) may need to be disclosed. Bridgnorth Endowed School reserves the right to monitor both sent and received emails.

Bridgnorth Endowed School is a charity and a company limited by guarantee, registered office in England and Wales with company number 8296889 whose registered office is at: Bridgnorth Endowed School, Northgate, Bridgnorth, Shropshire, WV16 4ER.

6. Click OK to apply the new signature.