



Email Signatures

When implementing your email signature, please follow the instructions below. There are different instructions for CTC (including Canadian Tire Real Estate Ltd.) and CTR employees (the CTR instructions also apply for Gas+ and PartSource email signatures). Due to slight differences between Microsoft Outlook 2007 and 2010, the steps for setting up email signatures vary slightly – be sure to use the instructions that match your version of Outlook.

Instructions for CTC email signatures (including Canadian Tire Real Estate Ltd.)

[Outlook 2007](#)

[Outlook 2010](#)

Instructions for CTR (including Gas+ and PartSource)

[Outlook 2007](#)

[Outlook 2010](#)

Email signature templates

Choose the appropriate email signature template below and follow the instructions provided. Please do not change or add any style elements in the signatures, including font colour, size, style or graphics. Fill in the text fields with your contact information, and include only your primary job title and any relevant professional accreditations, e.g., CA, PMP (not degrees).

[CTC](#)

[CTR](#)

[Canadian Tire Real Estate Ltd.](#)

[Gas+/Essence+](#)

[PartSource](#)

Condensed email signature

This signature may be used for replies to emails. To implement your condensed email signature, follow the steps below:

1. Save this [Word file](#) to your desktop
2. Open Outlook. Select Tools > Options
3. Select the Mail Format tab in the Options panel
4. Click on Signatures. A new window will open
5. Click on NEW and name your file "Condensed"
6. Open the Word file, select all and copy / paste into the Outlook signature text box
7. Edit the text box with your information, keeping the font in **9 pt. black Arial**
8. Set the Condensed signature for Replies/Forwards under "Choose Default Signature"
9. Click OK
10. Test your signature. It should look like the example below

FirstName LastName | Job Title | Canadian Tire Corporation | [416.480.3226](tel:416.480.3226)

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