



EPEA Email Signature Change: Post Ratification

You are invited to change your email signature by April 1, 2024 to either the 100 Year Celebration district logo or the joint EPS and EPEA logo pictured here. There is no policy or obligation to have any certain email signature, however, with upcoming district events, the EPS communications department would love to promote the 100th Year celebration.

If you want to use the joint EPS/EPEA logo, here is your [STEP-BY-STEP GUIDE](#) for changing your signature on your Mac.

To get started, click on your primary site in this list. Then [copy and paste that signature](#) into Outlook following the step-by-step instructions (found below), add your information and save!

[Cedar Ridge Elementary](#)

[Eagle Heights Spanish Immersion](#)

[Eden Lake Elementary](#)

[Forest Hills Elementary](#)

[Oak Point Elementary](#)

[Prairie View Elementary](#)

[Central Middle School](#)

[Eden Prairie High School](#)

[EP Online](#)

[TASSEL Transition](#)

[Community Education](#)

Cedar Ridge Elementary



Name (pronouns)

Proud EPEA Member

Cedar Ridge Elementary



952-975-XXXX



email@edenpr.org



www.edenpr.org



8905 Braxton Drive
Eden Prairie, MN 55347

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Eagle Heights Spanish Immersion



Name (pronouns)

Proud EPEA Member

Eagle Heights Spanish Immersion



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13400 Staring Lake Parkway
Eden Prairie, MN 55347

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Eden Lake Elementary



Name (pronouns)

Proud EPEA Member
Eden Lake Elementary



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12000 Anderson Lakes Parkway
Eden Prairie, MN 55344

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Forest Hills Elementary



Name (pronouns)

Proud EPEA Member
Forest Hills Elementary



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Eden Prairie, MN 55346

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Oak Point Elementary



Name (pronouns)

Proud EPEA Member

Oak Point Elementary



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Eden Prairie, MN 55347

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Prairie View Elementary



Name (pronouns)

Proud EPEA Member

Prairie View Elementary



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Eden Prairie, MN 55346

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Central Middle School



Name (pronouns)

Proud EPEA Member
Central Middle School



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8025 School Road
Eden Prairie, MN 55344

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Eden Prairie High School



Name (pronouns)

Proud EPEA Member
Eden Prairie High School



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17185 Valley View Road
Eden Prairie, MN 55346

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EP Online



Name (pronouns)

Proud EPEA Member

EP Online



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8100 School Road
Eden Prairie, MN 55344

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TASSEL Transition



Name (pronouns)

Proud EPEA Member

TASSEL Transition



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Community Education



Name (pronouns)

Proud EPEA Member
Community Education

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🌐 www.edenpr.org

📍 8100 School Road
Eden Prairie, MN 55344

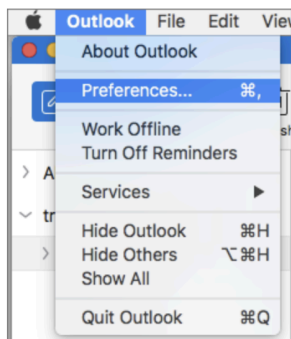
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STEP BY STEP GUIDE:

STEP 1: Outlook--> Preferences

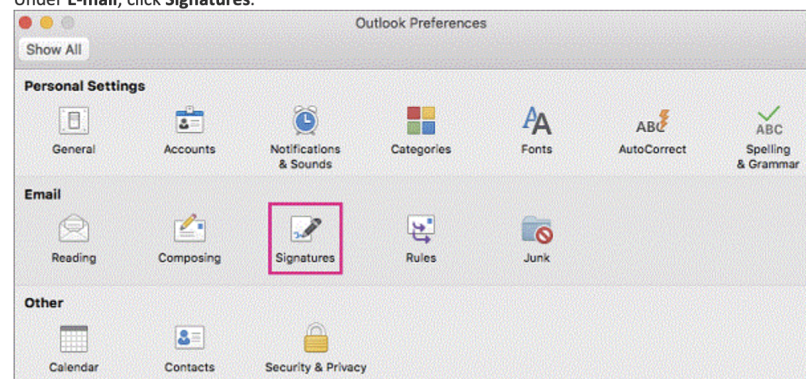
Creating Your Signature on a Mac

On the **Outlook** menu, click **Preferences**.



STEP 2: Signatures--> Add

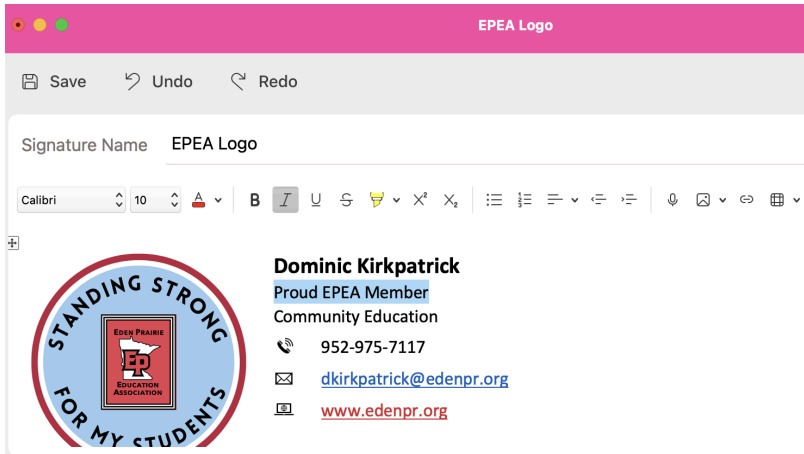
Under E-mail, click **Signatures**.



Click **Add** .

Double-click **Untitled**, and then type a name for the signature.
In the right pane, copy and paste the new email template.

STEP 3: Edit--> Save--> Close



STEP 4: Choose Default Signature--> New Message--> Replies-->Close

