


# Email signature template

- Step 1:** Hover over the signature and click  to select all the elements in the signature.
- Step 2:** Then copy these elements by holding down (Ctrl + C).
- Step 3:** Open an Outlook email message, navigate to the "insert" tab at the top, then click the drop-down arrow under "signature", and select "Signatures..."
- Step 4:** Delete any existing signatures that you have by selecting the signature and clicking "delete."
- Step 5:** Create your new signature by selecting "New" and typing your name in the pop-up window that appears, then click "ok."
- Step 5:** Paste (Ctrl +V) the new signature in the text box.
- Step 6:** Change name and contact information.
- Step 7:** Click "Save" above.
- Step 8:** In the "Choose Default Signature" menu (top right corner of window), click the drop down for "new messages" and select your newly created signature. Repeat this step for "replies/forwards" as well.
- Step 7:** Click "ok" at the bottom of the window.

NOTE: You must not edit the font, font size, or font color of the template. You also must not add any additional logos or images to the signature line. You can remove the mobile or fax options if they do not apply to you. Social media icons should link to LifeWays social media pages, do not change them to link to your personal pages.

## LIFEWAYS SIGNATURE TEMPLATE

Jane Doe,  
Certifications/Accreditations  
Job Title/Position Title



Office (123) 456-7890  
Mobile (123) 456-7890  
Fax (123) 456-7890  
Email firstname.lastname@lifewaysmi.org  
1200 N. West Ave, Jackson, MI 49202

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## 211 SIGNATURE TEMPLATE

Jane Doe,  
Certifications/Accreditations  
Job Title/Position Title



Office (123) 456-7890  
Mobile (123) 456-7890  
Fax (123) 456-7890  
Email firstname.lastname@lifewaysmi.org  
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