**Instructions**

**How to use the Outlook Template file:**

1. Download the file: **Signature\_Template.emltpl** and double-click to open. Outlook should open as the default program
2. Make sure to enter your First and Last name and email as indicated in the template  
   \* physical address and mobile are optional and can be deleted if desired.
3. When entering your email in the email field, make sure it’s not bolded and is set at Arial 9pt. To make sure it’s linked **highlight your email, right-click, and select hyperlink**.  
     
   Graphical user interface, application

   Description automatically generated  
     
   Enter your email in the **Email address:** field and press ok.  
   Graphical user interface, text, application

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4. Highlight and select everything after adding your information and select copy.  
     
   Graphical user interface, text, application, email

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5. Click Signature at the top of the window, go to manage signatures  
     
   Graphical user interface, text, application, email

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|  |  |
| --- | --- |
| **For Macs:** Outlook > Preferences >Signatures | **For Windows PC:** File > Options > Mail > Signatures |

1. Follow the dialogue boxes to paste your new signature. Afterwards you can go ahead and close the window.

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For more information on how to change your signature, please visit these links to the Microsoft support pages:   
  
[**Outlook for Macs**](https://support.microsoft.com/en-us/office/change-or-update-an-email-signature-in-outlook-for-mac-d302cc7d-a269-4e3e-b3f1-5fc12e7d17a9)[**Outlook for Windows PC**](https://support.microsoft.com/en-us/office/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2)