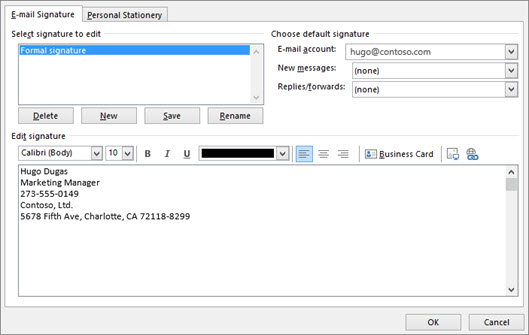
**Instructions**

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

1. Open the file **Signature\_Template\_PC.zip** and extract its contents to the desktop. Open the file **Signature\_PC.htm**

Go to Outlook and create a new email message. Go to **Signature > Signatures**This window should open:  
  


Click **New** and enter a name for the new signature

1. From the **Signature\_PC.htm** file, highlight everything (CTRL+A), then copy and paste into the field below
2. Make sure to enter your First and Last name and email as indicated in the template, as well as phone numbers
   * Physical address and mobile are optional and can be deleted if desired.
   * If the position field loses its color formatting, the color code is: #f15825
   * When entering your email in the email field, make sure it’s not bolded and is set at Arial 9pt.

For more information on how to change your signature, please visit these links to the Microsoft support pages: [Outlook for Windows PC](https://support.microsoft.com/en-us/office/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2)