

Email Signature Lines

Especially in light of our new branding, it’s important that all employees with email access update their email signature to reflect our new branding and maintain consistency throughout the organization.

Below is a collection of email signatures, each with a specific logo which corresponds to the clinic, Veterans home, etc.

To put your new email signature in place, please follow the instructions below:

1. On your desktop computer, open Outlook
2. Select New **Email**.
3. Select **Insert > Signature** > **Signatures**.
4. Select New, type a name for the **signature**, and select OK.
5. Find your appropriate email signature below and copy the entire “block” (starting at “First Last,” through the logo). The entire signature – including the logo – should be highlighted once selected, then press CTRL-C
6. Paste the entire signature you just copied into the window labeled “Edit signature.”
7. Select OK and close the **email**.
8. Select New **Email** to see the **signature** you created.

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| **First Last**  **Title** [email@sprhc.org](mailto:email@sprhc.org) 719-738-XXXX | FAX: 719-738-XXXX 23500 U.S. Hwy. 160 | Walsenburg, CO 81089  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **First Last**  **Title** [email@sprhc.org](mailto:email@sprhc.org) 719-738-XXXX | FAX: 719-738-XXXX 23500 U.S. Hwy. 160 | Walsenburg, CO 81089  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  A picture containing text, clipart  Description automatically generated |

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