



***** PLEASE CAREFULLY READ THE INSTRUCTIONS BELOW TO UPDATE YOUR EMAIL SIGNATURE *****

Instructions for Windows/PC Users

1. Open the Outlook desktop app. Use the default Outlook theme to ensure consistency and legibility across all devices.
2. Choose File > Options > Mail > Signatures.
3. Choose New. Name your new signature "Approved" then choose "OK."
4. Copy and paste the entire email signature on the following page into the email signature window in Outlook.
5. Modify the template by entering your contact information. Change the text and remove "optional" items that you don't need. Do not change spacing, font size, logo, or colors, except email address and URL (see #6).
6. Email address and URLs are updated through the hyperlink dialog. To modify:
 - a. Select one email address or URL at a time.
 - b. Choose the applicable button above the body content section that opens the "Edit Hyperlink" dialog.
 - c. Email address: Ensure the "Email Address" tab is selected and "mailto:" precedes your email address (without a space in-between) in the "Email address" field.
 - d. URL: Ensure the "Existing File or Web Page" tab is selected and a working URL is entered into the "Address" field.
7. When pasting from Step # 4 above, the email address and URL hyperlink colors may not be honored once the email signature is saved. To ensure consistency and brand recognition please update the color:
 - a. Selecting email address and any hyperlinks within message area.
 - b. Select the text color dropdown (likely set to "Automatic").
 - c. Select "More Colors..." button.
 - d. Select "Custom" and enter the web safe HEX color code "#990000" (Standard MSA Red).
 - e. Choose the "Okay" button.
8. Go to "Choose default signature" area on the right. Select "Approved" signature option in "New messages" and "Replies/forwards" boxes.
9. Choose "OK" to save your new email signature.