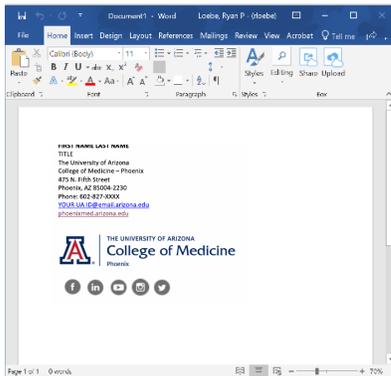


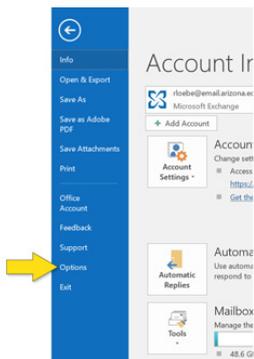


HOW TO ADD YOUR EMAIL SIGNATURE

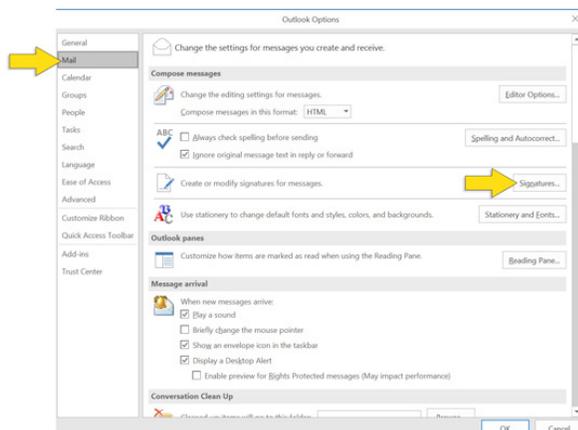
- 1) Download Email Signature Text.
 - a) Edit text with your information.
 - b) Hyperlink email address. Highlight and Right-click mouse to bring up contextual menu. Add email address.
 - c) UArizona College of Medicine – Phoenix logo and social media icons are already hyperlinked.
 - d) Select all and Copy.



- 2) Go to Outlook. Click the File tab.
- 3) Click on Options.

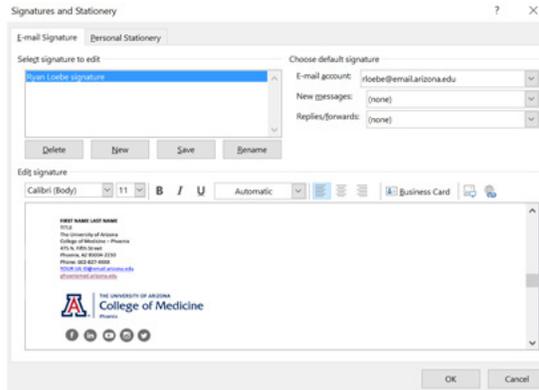


- 4) Click on Mail. Click on Signatures.



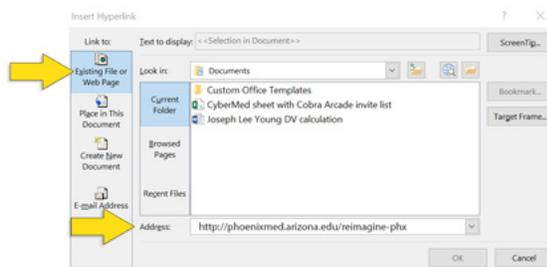


5) Click on New. Edit Signature Name. Paste into Edit Signature box. Click Save.



Make sure New Messages and Replies/Forwards drop-down menus have the correct Signature Name selected. Click OK.

- 6) If hyperlinks were NOT completed in step 1),
- a) Highlight text or image. Right Click mouse or Click on Globe icon.
 - b) From contextual menu, Add hyperlink to email or webpage address.



c) Click OK.