**Email Signature Instructions**

**Step 1.** Save a copy of this document to use and reference.

**Step 2.** Select the graphic you would like to use in your signature from the 5 options below.

 -- Option #1.

 -- Option #2.

-- Option #3.

 -- Option #4.

 -- Option #5.

**AmeriCorps Members**

* Please choose option #3, #4 or #5
* Please use AmeriCorps in your title -- AmeriCorps member or AmeriCorps EAO member, AmeriCorps VISTA

**Step 3**. Find the signature option on **page 4** with the graphic you selected. Type in your name, title, campus name or program name, and street address, phone and email address.

* If you work at Central, simply include the organization name rather than Campus name/address

**Step 4. Copy the entire signature from page 5 which includes:**

* Your contact info (name, title, Campus name if campus-based, phone & email)
* The image you selected

Note: The images do not show up on phone signatures and web-based email signatures, so copy and paste your name and contact info *without* the graphic when updating your phone and web-based email signatures.

**Step 5. In Outlook, in the top left, click FILE – then OPTIONS**



**Step 6. Next, click MAIL then SIGNATURES**



**Step 7. Paste the new signature into the box and click OK twice to save.**



**FirsN LastN | Your Title**
Street Address, City, State Zip Code

Phone Number, Email Address



**FirsN LastN | Your Title**
Street Address, City, State Zip Code

Phone Number, Email Address



**FirsN LastN | Your Title**
Street Address, City, State Zip Code

Phone Number, Email Address



**FirsN LastN | Your Title**
Street Address, City, State Zip Code

Phone Number, Email Address



**FirsN LastN | Your Title**
Street Address, City, State Zip Code

Phone Number, Email Address

