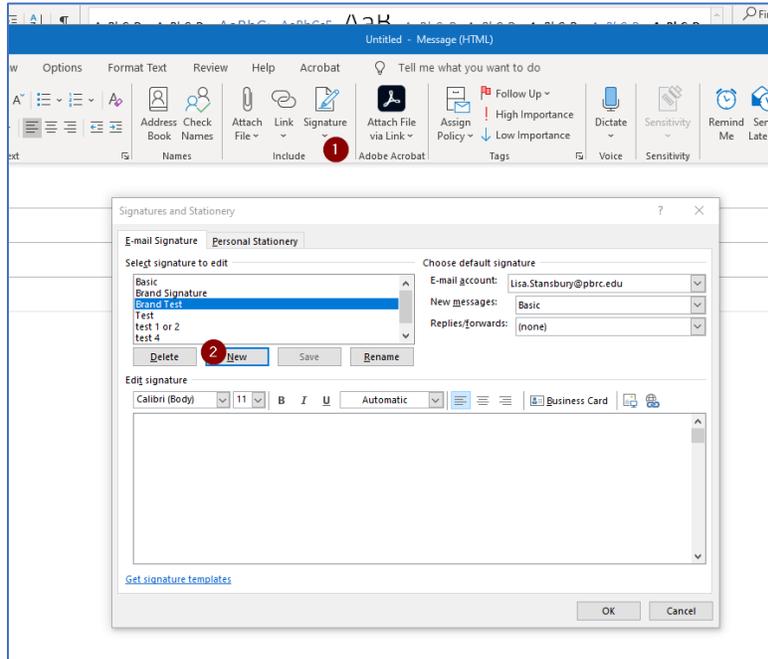# Instructions for creating a new brand email signature

1. Download the Email Signature Word Doc from
   https://www.pbrc.edu/news/brand-creative/PB-Email-Signatures_011421_96dpi.docx

2. Open Outlook and choose "New Email"

3. Click on Signature in the ribbon and click on drop down arrow (button #1)

4. Choose new and name a new signature for creation (button #2)

5. Choose a signature preference from the styles included in the Email Signature Word Doc file.

6. Copy the text from your signature preference and paste it into the Edit Signature box. You will notice the font changes from a default font to Neue Haas
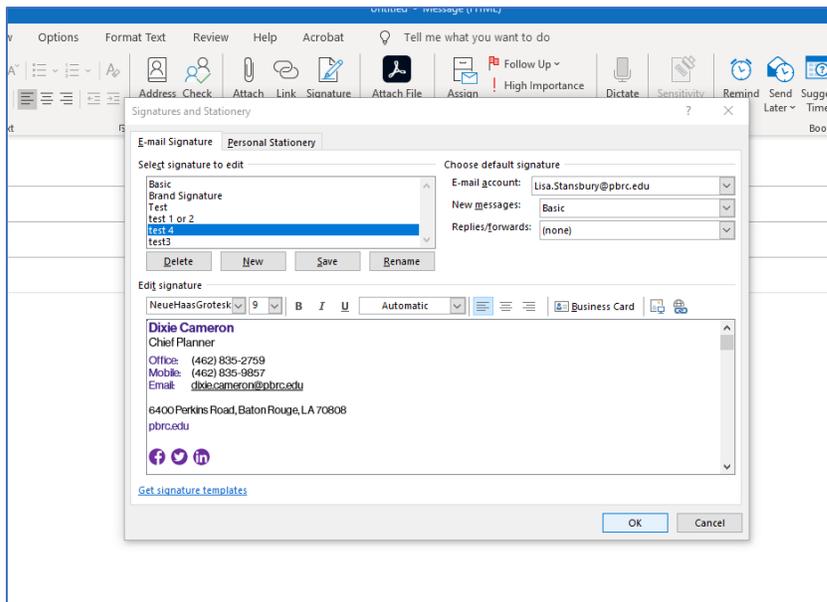
Adding the Logo:

7. Download the logo choice from the Logo Files on www.pbrc.edu/grahics/email.html.
    Two logo choices are available, depending on your signature style preference. The Email Signature
    Word Doc will display which logo style is associated with your signature preference.

8. Insert your cursor (button #1) in the location where the logo to be placed. Then click on the insert
    photo icon (below button #2) and click on the logo file that was downloaded onto your machine in
    step 7 above.   Example:
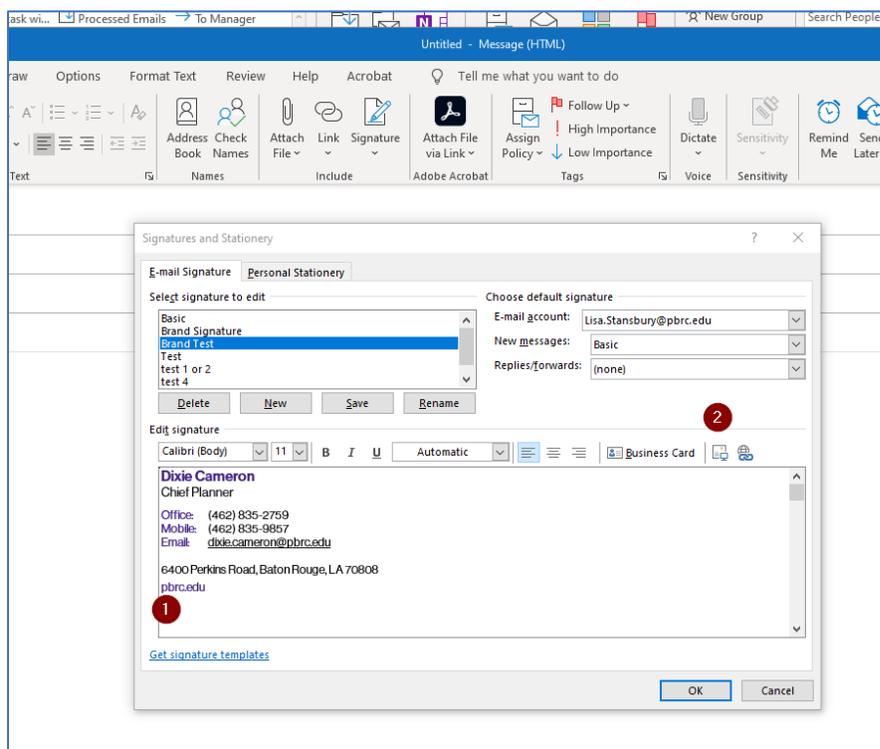
9. Edit name, phone number, etc., as needed. Then click okay. Your email signature should be ready to use.