- 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)

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- 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

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Adding the Logo:

- Download the logo choice from the Logo Files on <u>www.pbrc.edu/grahics/email.html</u>. 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:

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9. Edit name, phone number, etc., as needed. Then click okay. Your email signature should be ready to use.