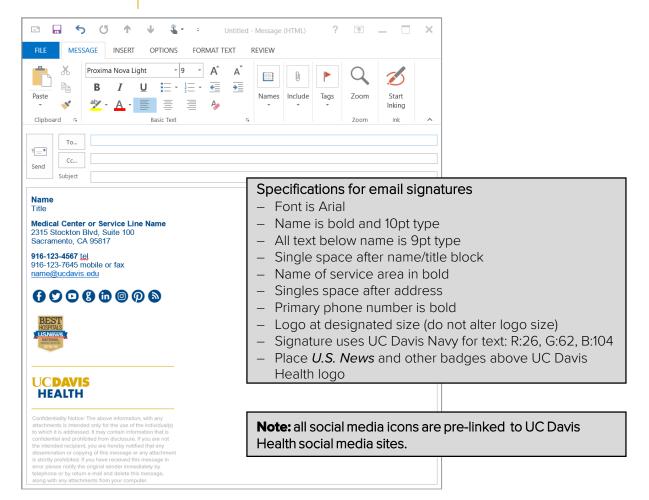


## How to update your email signature



## **Email signature**

## For PC's

- 1. Undet the email signatures standards section click the email signature you wish to download. The files will be Microsoft Word documents.
- 2. Open the template. The email signature with social media icons and the *U.S. News & World Report* badge are customizable. All icons are pre-set to UC Davis Health pages. To customize or delete badge/icons, you will have to remove or edit the badge/icons in the Word document first.
- 3. Copy the contents (signature text, logo, gold lines and disclaimer, and icons, if applicable).
- 4. Click the new email button. Find the "Signature" tab and select the "Signatures..." from the menu
- 5. Select "new" under the "signature to edit box" to create a new signature.
- 6. Name your new signature so it's easy to find.
- 7. Paste the copied template text.
- 8. Select and type over the default language one line at a time, making sure to retain the type specifications.
- 9. Click OK, then close the "Signature" window.
- 10. Your new signature will now appear every time you send a new email.

## For MAC Computers with Outlook 2017

- 1. Under the email signatures standards section click the email signature you wish to download. The files will be Microsoft Word documents.
- 2. Open the template. The email signature with social media icons and the U.S. News & World Report badge are customizable. All icons are pre-set to UC Davis Health pages. To customize or delete badge/icons, you will have to remove or edit the badge/icons in the Word document first.
- 3. Copy the contents (signature text, logo, gold lines and disclaimer, and icons, if applicable).
- 4. Click the new email button. Find the "Signature" tab and select the "Signatures..." from the
- 5. Click on the tiny "+" icon at the bottom of the "Signatures" window to create a new signature.
- 6. Name your new signature so it's easy to find.
- 7. Paste the copied template text.
- 8. Select and type over the default language one line at a time, making sure to retain the type specifications.
- 9. Close the window and select save.
- 10. Select your new signature under "choose default signature new message."
- 11. Your new signature will now appear every time you send a new email.