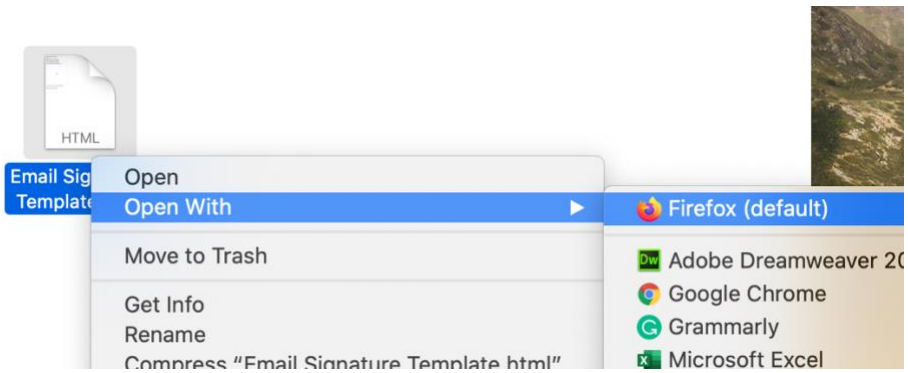
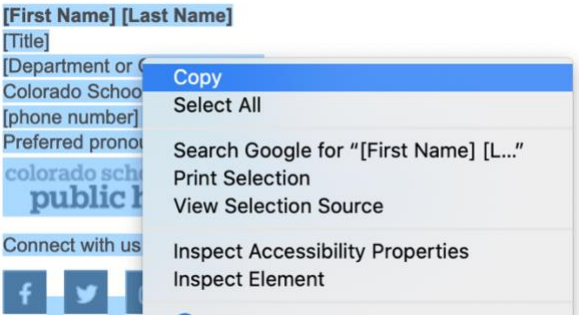
ColoradoSPH Email Signature Instructions

Updated 2.26.21

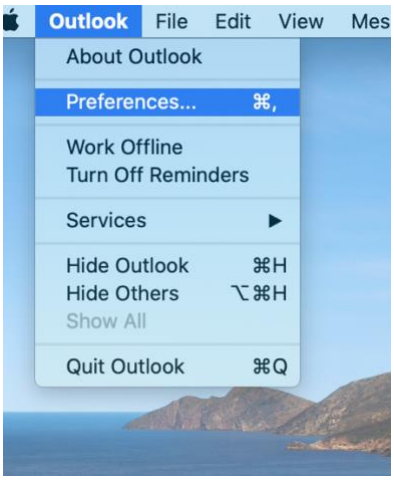
1. Open the email signature template file in your internet browser.



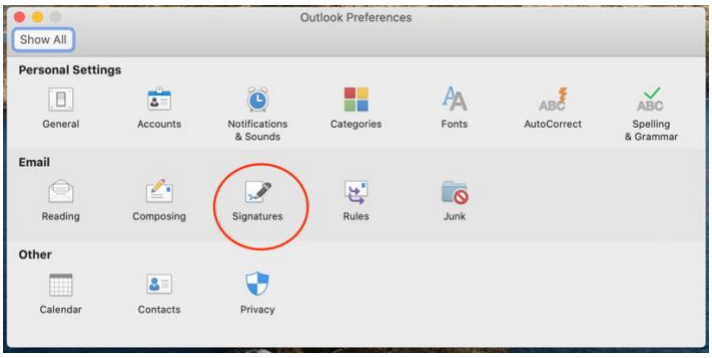
2. Highlight everything in the template (ctrl + a) and copy it (ctrl + c).



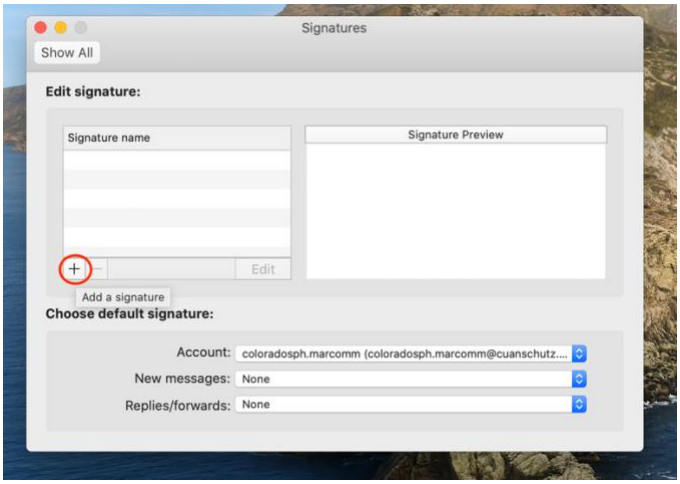
3. Navigate to Outlook and select "preferences"



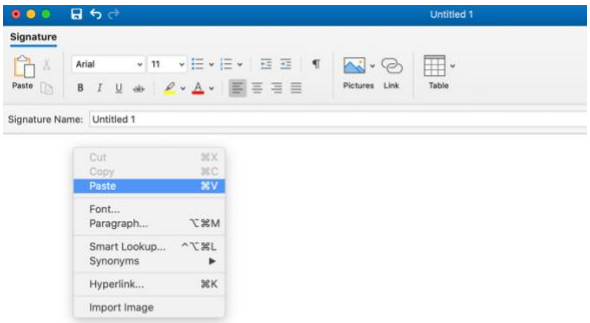
4. Select "signatures."



5. Select the “+” icon to add a new email signature



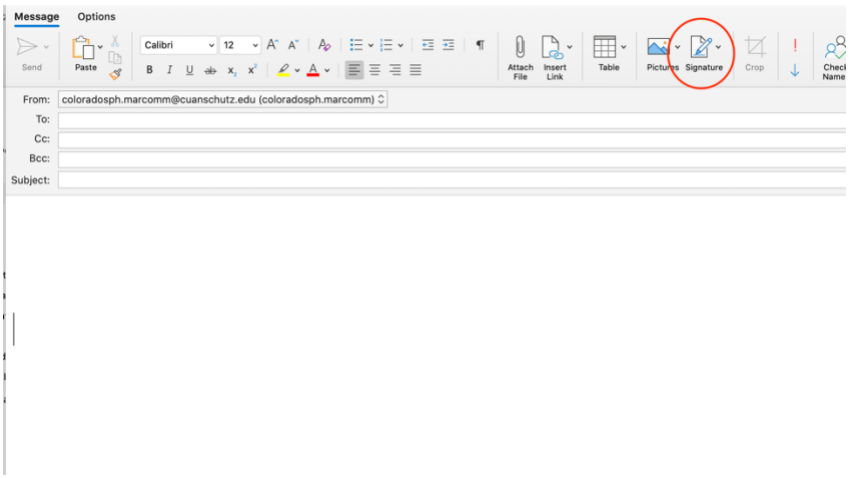
6. Paste the email signature template



7. Update the template with your personal information (name, title, number, etc.)

8. Save.

9. To add your signature to an email, create a new email and select the “signatures” icon. Find the relevant signature in the dropdown and select it.



10. If the images appear fuzzy in your email draft, don’t worry. It should be corrected when you send the email. However, it’s always a good idea to test things out. So once you’ve added your signature, try it out by sending a test email to yourself to make sure the formatting works as expected.