**Email Signature (Full Version)**

**INSTRUCTIONS**

1. Input your information in the templates to the left. Please follow the same format that is already in place.
2. Open up Outlook on your desktop. Navigate to the upper left-hand corner of the window and click “New Email”.
	1. Once your “new Email” window pops up (Untiled – Message), navigate to the upper left-hand side and make sure the “Message” tab toolbar is clicked. Navigate to the button that says “Signature” and in the dropdown menu click “Signatures…”
	2. Click the “New” button to add a new signature. Give it a title so you can distinguish which signature to use.
3. In this word document, highlight the entire full version of the email signature starting from your first name until the Sherman logo is highlighted. Press the CTRL + C key at the same time to copy the signature. Now navigate back to your Outlook signature window, place the cursor in the large edit signature box and press the CTRL + V keys to paste the signature into the box. Click “OK” to save this version. You may want to create other signatures like the reply version and/or the ENERGIZED version so you can have various options when responding to emails.
4. For the ENERGIZED signature version, click the text box that contains your contact information, then hold down the shift key and click the tree. The text box and the tree should now be clicked together. With both still clicked together, press the CTRL + C keys to copy the signature. Navigate to the Outlook signature window (create a new signature, and give it a title, if you haven’t already). Now right click on your mouse in the blank signature box and press the icon under “Paste Options” that is the very last one listed. It’s the icon that shows a clipboard with a picture of mountains. Your email signature should now be in place within that box. Don’t worry about moving the image around or trying to resize it. It will be all set as is. Press “OK” to save this signature version.

**First Last**Sherman Associates I Title
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**Email Signature (Reply Version)**

**First Last**Sherman Associates I Title
Direct: 555.555.5555 I Cell: 555.555.5555

**Email Signature (Full Version – We Are ENERGIZED)**



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