**Sample Email Signature**

**First Name Last Name**
*Job title*
Business Line (If applicable)
Pronoun | Pronoun | Pronoun (Not required)

**Contexture**
D: XXX-XXX-XXXX | M: XXX-XXX-XXXX
firstname.lastname@contexture.org | [contexture.org](https://contexture.org/)



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*CONFIDENTIALITY NOTICE: The contents of this electronic mail message and any attachments are confidential, possibly privileged and intended for the addressee(s) only. Only the addressee(s) may read, disseminate, retain or otherwise use this message. If received in error, please immediately inform the sender and then delete this message without disclosing its contents to anyone.*

**Instructions on How to Create or Modify Your Email Signature in Outlook**

1. In **Outlook**, click “**File**” tab in the top navigation.
2. Click “**Options**” at the bottom on the left.
3. Click “**Mail**” in the left navigation.
4. Click “**Signatures.**”
5. Once there, select “**New**” to create a new signature.
6. Then **copy and paste** the appropriate email signature from above. Be sure to change the text to your personal contact information.

**How to Hyperlink Email Address and Websites**

Please make sure your email address and websites links work properly. Note that you may need to manually link them using the hyperlink function in the “Edit signature” menu bar.

Please see highlighted icon in the following image and directions below for reference.



Once you have clicked the “**Insert Hyperlink**” icon indicated above, in order to link your email address properly, you will need to select the “**E-mail Address**” option at the bottom of the left-hand menu. Then input your Contexture email address in the field provided.

For the website addresses, click the “**Existing File or Web Page**” button. Then input the respective website address in the field provided.

Below are the instructions for staff who only use the Outlook Web Application for email:

1. In Outlook Web, click the Gear icon on the top right of the browser window

 

Make sure "Mail" is selected of the left side

 

2. Click “Compose and reply”

 

3. Once there, select “New Signature” to create a new signature

4. Copy and paste the appropriate email signature from above. Be sure to change the text to your personal contact information.