**EMAIL SIGNATURE INSTRUCTIONS**

How to set up your signature:

1. Open your Outlook desktop client.
2. Create a new email.
3. Select the “Signature” dropdown and then click on “Signatures”.
4. Copy and paste a signature from the template below. Make sure you copy the entire table.
5. Update the signature with your personal contact information.
6. Individuals wanting to add personal pronouns to their signature may insert them after their name, in parentheses, in regular type that is not bold-face: **Name** (She/Her/Hers)

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