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|  | **Molly Giuliano**Associate Director of Communications*Pronouns: she/her/hers* Collaborative to Advance Health Services at University of Missouri-KC | giulianom@umkc.eduPhone: 816-235-2402[ATTCnetwork.org](http://attcnetwork.org/)2464 Charlotte St., Suite 3411Kansas City, MO 64108 **linkedin icon twitter icon Facebook icon** |

ATTC 30th Anniversary Email signature

It’s easy to customize it with your own website & social profiles to create an email signature. Follow the instructions to use the template:

**Step 1:**Update your information in the Template above. Include your Name/Title/Pronouns/Email Address, and Phone Number.

**Step 2:**Hover over the signature andclick to select all the elements in the signature.

**Step 3:**Select **Copy (Ctrl + C)**.

**Step 4:**To use it as a new signature, open Outlook and Select **File** > **Options**.

1.     Select **Mail** > **Signatures**.

2.     Select **New**, type a name, and select **OK**.

3.     In the **Edit signature** box, paste your signature and select **Save**.

To set your new signature as default, select the drop-down box next to **New Messages** or **Replies/forwards** under **Choose default signature**, and pick your new signature.