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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.edu](mailto:giulianom@umkc.edu)  Phone: 816-235-2402  [ATTCnetwork.org](http://attcnetwork.org/)  2464 Charlotte St., Suite 3411  Kansas City, MO 64108  **[linkedin icon](https://www.linkedin.com/groups/1817536/) [twitter icon](https://twitter.com/attcnetwork) [Facebook icon](https://www.facebook.com/attcNetwork/)** |

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 andclickCursor that appears when you hover over a table. 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.