**2024 Mental Health Awareness Month**

**Email Signature Instructions for Outlook Email**

**Name**

Job Title

Pronouns: they/them

123 Street., Suite 123, North Bethesda, MD  20852

Office: xxx.xxx.xxxx Mobile: xxx.xxx.xxxx

Company/Organization Website

A poster with a person in a wheelchair and a person in a wheelchair

Description automatically generated

Confidentiality Notice: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and/or privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

Here’s how to replace your current signature with this new one:

1. Edit the above signature with your name, phone number, and other information you want to include in your signature.
2. Highlight the entire new signature, including the image and (if desired) the confidentiality notice.
3. Press CTRL+C to copy the signature.
4. Go to Outlook and select “New Email” from the top menu bar.
5. In the new email box, click the “Insert” menu.
6. Click on the “Signature” icon to display a drop-down menu.
7. Choose “Signatures….” The “Signature and Stationery” box will open.
8. Press “New” and type a name for your new signature (e.g., Recovery Month 2023).
9. Press CTRL+V to paste the signature in the blank space under “Edit signature.”

**Note:** It is important that you use CTRL+V rather than right-click, paste. Also, please note that the image and tagline may NOT be visible in the signature box, but they ARE there.

1. To make your newly created signature your default signature, select your new signature from the drop-down menu under the “Choose default signature.” Your newly created signature should now appear next to “New Messages:” and “Replies/forwards:.”

**Note:** You may skip this step if you’d like to keep your current signature as the default signature but want to have the new Recovery Month signature as an option.

1. Click “OK” to finish the setup.
2. If you choose to skip step 10: To use your signature in your emails, select “Insert” and then “Signature” from the top menu bar and select your newly created signature.
3. The image is hyperlinked to the SAMHSA website. No need to hyperlink them yourself.