Email Signature Line Templates with Instructions

* **Action steps:** There are 3 steps for each staff member:

1. Copy the *New Emails (Outlook)* signature below that applies to your position within the agency (#1a, 1b, or 1c) and enter it into your Outlook signature template for new emails

* To do this, place your cursor above the top left logo in the signature line template, left click, and drag your mouse until you get to the last word (“person.”) in the signature line template

1. Copy the *Replies-forwards Emails (Outlook) AND Smart Phone* signature below (#2) and enter it into your Outlook signature template for replies-forwards
2. Update the email signature on your Smart Phone to match the *Replies-forwards Emails (Outlook) AND Smart Phone* signature below (#2).

**1a. SB&H Staff – *New Emails (Outlook)*:**

|  |  |
| --- | --- |
|  | **Name, Credentials**  Title  Street Address, City, State, Zip  **Direct** (\_\_\_) \_\_\_-\_\_\_\_  **Cell** (\_\_\_) \_\_\_-\_\_\_\_  [www.sbhservices.org](http://www.sbhservices.org) |

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**1b. SACE Staff – *New Emails (Outlook)*:**

|  |  |
| --- | --- |
|  | **Name, Credentials**  Title  Street Address, City, State, Zip  **Direct** (\_\_\_) \_\_\_-\_\_\_\_  **Cell** (\_\_\_) \_\_\_-\_\_\_\_  [www.sbhservices.org](http://www.sbhservices.org) |

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**1c. SWFM Staff – *New Emails (Outlook)*:**

|  |  |
| --- | --- |
|  | **Name, Credentials**  Title  Street Address, City, State, Zip  **Direct** (\_\_\_) \_\_\_-\_\_\_\_  **Cell** (\_\_\_) \_\_\_-\_\_\_\_ |

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**2. ALL Staff – *Replies-forwards Emails (Outlook) AND Smart Phone*:**

|  |
| --- |
| **Name, Credentials**  Title  Street Address, City, State, Zip  **Direct** (\_\_\_) \_\_\_-\_\_\_\_  **Cell** (\_\_\_) \_\_\_-\_\_\_\_  [www.sbhservices.org](http://www.sbhservices.org) |

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