



Email Signature Tutorial

Outlook Instructions:

1. Go to New Email → Message Tab → Signature
2. Signature → Select Signatures (drop down) → Click New → Name the new signature
3. Insert the Welcome Baby and Agency logos* by clicking on the insert photo icon.
4. Once you have selected your images, click OK. Your signature should look like the one below.

Welcome Baby
Fonts

Style 1
Gotham Book

Style 2
Capriola

* Email Signature Logos available on LABBN's Resource Page

Sample	Email Signature Style 1	Email Signature Style 2
Name Title Agency Name Address Phone Cell Phone (Optional) Welcome Baby Referral Fax	Angela Martin <i>Executive Director</i> Miller Children's and Women's Hospital 1235 Long Beach Blvd Long Beach, CA 91234 Phone: 562.123.2456 Fax: 562.123.2478	Angela Martin <i>Executive Director</i> Miller Children's and Women's Hospital 1235 Long Beach Blvd Long Beach, CA 91234 Phone: 562.123.2456 Fax: 562.123.2478
 	 	 