**Email Signature Instruction Sheet 2016**

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| **Your HMSA Email Signature Block Template**  Create a new signature block using the template below. Cutting and pasting the HMSA logo into an existing Corporate Email Signature template will distort the logo’s size. | |
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| Step 1: Fill in the Template for “New messages” and “Replies/forwards” with your contact information. | |
| |  |  | | --- | --- | |  | **Jeremy Miller**  Trainer | Claims  PO Box 860 Honolulu HI 96808 | 818 Keeaumoku St Honolulu HI 96814  Office 808.948.5644  [hmsa.com](http://www.hmsa.com) | [Facebook](http://www.facebook.com/myhmsa) | [Twitter](http://twitter.com/askhmsa) | [YouTube](http://www.youtube.com/hmsanow) | Jeremy\_miller@hmsa.com  An Independent Licensee of the Blue Cross and Blue Shield Association | | |
|  | * Use the appropriate mailing address for your department or office. |
|  | * When updating your phone and fax numbers, use periods instead of dashes between numbers. |
|  | * Include your mobile phone number if it’s required. |
|  | * You will use this as your email signature for replies and messages you forward. |
| Step 2: Copy by highlighting all text and logos within the cells. | |
| ***EXAMPLE:*** | |
|  | * Right click within the box and “copy.” * This is what you’ll use as your email signature for new messages. |

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| **Create your email signature in Outlook.** | |
| Step 1: Open your Outlook Email. | |
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| Step 2: Click on the “File” tab in the top left corner. | |
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| Step 3:  Click on the “Options” button at the bottom of the list of actions. |  |

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| This window titled, “General options for working with Outlook” will open. | | |
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| Step 4:  Click on “Mail” in the left sidebar. | |  |
| A list of features will appear to the right to change the settings for messages. | | | |
| Step 5:  Click on “Signatures” button on the right side of the window. |  | | |

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| A “Signatures and Stationery” window will open. | |
| Step 6: Click on the “New” button and create a name for the signature.  For example, “New logo.”  Step 7: Click “OK.” |  |
| Step 8: Right click in the area below **“Edit signature”** and paste your signature template.  When pasting the object, select the “Use Destination Theme (H)” option.  Step 9:  Click “Save.” |  |

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| Step 10:  Select “New logo” for both “New messages” and “Replies/forwards”  Click Ok |  |
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