**How to add the SIH email signature template to Outlook:
*Note:*** *These instructions are only applicable for the desktop version of Outlook.
This will not work if the edits are made with the online browser version.*

1. Open the Outlook desktop application on your PC
2. Create a new email message
3. Click on the “Signature” button (next to “Attach file”) and a drop down will appear of your existing signatures
4. Select “Signatures…” This will prompt you to edit or create a new signature.
5. Click “New”
6. Name your Signature (i.e. SIH)
7. Copy and paste the below signature template into the empty box
***Note:*** *When pasting, right-click in the box and select the “Keep Source Formatting” option*
8. Edit the content to reflect your information
9. When you select signatures, you will now have a “SIH” signature option to add to your email

**Signature Template** *(Copy logo image and text)*



**FirstName LastName, Degree**
*Preferred Pronouns (optional)
Title*

*Department*

***t*** 618.457.5200\_ext 6xxxx

***c*** 618.521.2188

Address Line 1

Address Line 2

[**sih.net**](https://www.sih.net/)

**Sample Signature**



**Jane Doe, MBA**
*They/Them
Marketing Coordinator*

*Marketing & Communications*

***t*** 618.457.5200\_ext 67934

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