# Email signature instructions

Follow these instructions to create a new email signature in Outlook.

1. Choose any signature you like from below, select all the elements in the signature and **Copy**.
2. Open **Outlook** and select **New Email**.
3. Paste the copied signature in the email message body.
4. If prompted with a **Paste Options** indicator, click the dropdown menu and select **Keep Source Formatting**.
5. Personalize your signature by editing the text.

After you have personalized your signature, you need to save your signature to keep using it in all your outgoing email.

1. Open a new message in Outlook.
2. Select **Signature** > **Signatures** from the **Message** menu.
3. Choose **New**, and type a name for your signature.
4. In the **Edit signature** field, type the text that you want to include in the signature.
5. Your signature is now displayed in the field.
6. Choose **OK** to save your new signature.

All future messages will have this signature added automatically. To add signature manually, select **Signature** from the **Message** menu and pick the signature you just created.

#### US Associates (Non-TGI):

FirstName LastName

Title

**NRC Health**

Office: 800 388 4264 | Cell: (if desired) | Fax: 402 475 9061

[nrchealth.com](http://nrchealth.com/)

[twitter](https://twitter.com/NRCHealth) | [blog](http://nrchealth.com/latest/) | [linkedin](https://www.linkedin.com/company/11400?trk=tyah)

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#### CANADA Associates:

FirstName LastName

Title

**NRC Health**

Office: 866 771 8231 | Cell: (if desired) | Fax: 905 479 7974

[nrchealth.ca](http://nrchealth.ca/)

[twitter](https://twitter.com/NatlResCanada) | [blog](http://nrchealth.com/latest/) | [linkedin](https://www.linkedin.com/company/nrc-picker-canada?trk=tyah)

Human understanding.TM

#### TGI Associates (interim):

FirstName LastName

Title

**The Governance Institute**

*A service of NRC Health*

Office: 877.712.8778 | Cell: (if desired) | Fax: 858.909.0813

[governanceinstitute.com](http://www.governanceinstitute.com/) | [nrchealth.com](http://www.nrchealth.com/)

[twitter](https://twitter.com/thegovinstitute) | [linkedin](https://www.linkedin.com/company/the-governance-institute)

# Specifications:

#### Content:

**Phone number(s) and fax:**

1. Add the toll-free number related to your product if applicable. Otherwise, use the NRC Health toll free number – 800.388.4264.
2. Add your direct line if applicable. If you do not have a direct line, please only list the toll-free number.
3. Add your cell number (optional).
4. Links:

**U.S.**

Twitter: <https://twitter.com/NRCHealth>

Blog: <http://nrchealth.com/latest>

LinkedIn: <https://www.linkedin.com/company/11400?trk=tyah>

**Canada**

Twitter: <https://twitter.com/natlrescanada>

LinkedIn: <https://www.linkedin.com/company/nrc-picker-canada>

**TGI**

Twitter: <https://twitter.com/thegovinstitute>

LinkedIn: <https://www.linkedin.com/company/the-governance-institute>

#### Font Styles for General Email Signature:

Georgia; Size: 14pt; RGB (237, 139, 0) Firstame Lastname

Arial; Size: 10pt; RGB (117, 120, 123) Title

Text divider: Arial; 10pt; RGB (117, 120, 123)

Arial Bold; 10pt; RGB (117, 120, 123) **NRC Health**

Arial; 10pt; RGB (117, 120, 123) Office: 800 388 4264 | Fax: 402 475 9061

Arial; 10pt; RGB (0, 163, 224) nrchealth.com

Arial; 10pt; RGB (0, 163, 224) twitter | blog | linkedin

Text divider: Arial; 10pt; RGB (117, 120, 123)

Georgia; 10pt; RGB (117, 120, 123) Human understanding.TM

TM: Arial; 10pt; Superscript; RGB (117, 120, 123)

**TM – Superscript Instructions:**

* Type **TM**
* **Highlight** these 2 letters and **right click**
* Select **font**
* Select **superscript**
* Click **OK**

#### Font Styles for The Governance Institute:

Georgia; Size: 14pt; RGB (237, 139, 0) Firstname Lastname

Arial; Size: 10pt; RGB (117, 120, 123) Title

Text divider: Arial; 10pt; RGB (117, 120, 123)

Arial Bold; 10pt; RGB (117, 120, 123) **The Governance Institute**

Arial Italic; 10pt; RGB (117, 120, 123) *A service of NRC Health*

Arial; 10pt; RGB (117, 120, 123) Office: 877.712.8778 | Fax: 858.909.0813

Arial; 10pt; RGB (0, 163, 224) [governanceinstitute.com](http://www.governanceinstitute.com/) | [nrchealth.com](http://www.nrchealth.com/)

Arial; 10pt; RGB (0, 163, 224) [twitter](https://twitter.com/thegovinstitute) | [linkedin](https://www.linkedin.com/company/the-governance-institute)

# Additional components

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| LOGO |



|  |
| --- |
| Featured Release |

HEADING LABEL

Headline

[CALL TO ACTION](https://nrchealth.com/resources/)

|  |
| --- |
| Headline promo |

|  |
| --- |
| Headline  [CALL TO ACTION](http://nrchealth.com/latest) |

|  |
| --- |
| EVENT PROMO 1 |

**EVENT NAME**

Headline

Date | city, ST | [REGISTER](http://www.nrchealth.com/events)

|  |
| --- |
| EVENT PROMO 2 |

**EVENT NAME**

City, ST | Date | [Register Today!](http://nrchealth.com/events)