Email Signature Instructions

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

1. Open a new message. On the *Message* tab (in the *Include* group), click *Signature*, and then click
2. *Signatures*.
3. On the *E-­mail Signature* tab, click *New*.
4. Type a name for the signature, and then click *OK*.
5. In the *Edit signature* box, type the text that you want to include in the signature. You can paste the content below and then edit it.
6. To finish creating the signature, click *OK*.

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)

Human understanding.TM

TGI Associates (interim):

**Firstname Lastname, *Title***

The Governance Institute

*A service of NRC Health*

p: 877.712.8778 | c. (if desired) | f. 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)

CANADA Associates (interim):

**Firstname Lastname, *Title***

National Research Corporation Canada

p. 866.771.8231 | c. (if desired) | f. 905.479.7974

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

[Twitter](https://twitter.com/natlrescanada) | [LinkedIn](https://www.linkedin.com/company/nrc-picker-canada)

*Empowering customer-centric healthcare across the continuum*.TM

Specifications:

**Content:**

Phone number(s) and fax:

* add the toll free number related to your product if applicable. Otherwise, use the NRC Health toll free number – 800.388.4264.
* add your direct line if applicable. If you do not have a direct line, please only list the toll free number.
* add your cell number (optional).
* 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

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

Arial; 10pt; RGB (117, 120, 123).......................... Office: 800 388 4264 | Cell: (if desired) | 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
* right click
* select *Font*
* select *superscript*
* click *OK.*

**Font Styles for Canada:**

Trebuchet Bold; Size: 10pt; Black............................. **Firstname Lastname, *Title***

Trebuchet; Size: 10pt; Black.....................................National Research Corporation Canada

Trebuchet; Size: 10pt; Black.....................................p. 866.771.8231 | c. (if desired) | f. 905.479.7974

Trebuchet; Size: 10pt; Blue (RGB 0, 0, 255)...............nationalresearch.ca

Trebuchet; Size: 10pt; Blue (RGB 0, 0, 255)...............Twitter | LinkedIn

Trebuchet Italic; Size: 10pt; Black..............................*Empowering customer-centric healthcare across the continuum*.TM

TM: Trebuchet Superscript; 10pt; Black

TM – Superscript Instructions:

* type TM
* highlight these 2 letters
* right click
* select *Font*
* select *superscript*
* click *OK.*

**Font Styles for The Governance Institute:**

Trebuchet Bold; Size: 10pt; Black............................. **Firstname Lastname, *Title***

Trebuchet; Size: 10pt; Black.................................... The Governance Institute

Trebuchet Italic; Size: 10pt; Black............................. *A service of NRC Health*

Trebuchet; Size: 10pt; Black..................................... p: 877.712.8778 | c. (if desired) | f. 858.909.0813

Trebuchet; Size: 10pt; Blue (RGB 0, 0, 255)............... governanceinstitute.com | nrchealth.com

Trebuchet; Size: 10pt; Blue (RGB 0, 0, 255)............... Twitter | LinkedIn