

## 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](#) | [blog](#) | [linkedin](#)

Human understanding.™

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

[Twitter](#) | [LinkedIn](#)

### 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](#) | [LinkedIn](#)

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

## 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)..... **Firstname 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](http://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.<sup>TM</sup>  
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](http://nationalresearch.ca)  
Trebuchet; Size: 10pt; Blue (RGB 0, 0, 255)..... [Twitter](#) | [LinkedIn](#)  
Trebuchet Italic; Size: 10pt; Black..... *Empowering customer-centric healthcare across the continuum.*<sup>TM</sup>  
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](http://governanceinstitute.com) | [nrchealth.com](http://nrchealth.com)  
Trebuchet; Size: 10pt; Blue (RGB 0, 0, 255)..... [Twitter](#) | [LinkedIn](#)