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 **Email Signature Implementation Instructions**

Follow these instructions for Outlook through Office 365 on any device.

1. Highlight the signature below that corresponds to your office location and copy it.



**Your Name** | Job Title

RMHC Northeast Ohio | [www.RMHCneo.org](http://www.rmhcneo.org/)

office: 216.229.5757 x0000 | cell: 000.000.0000

mailing: 10415 Euclid Avenue, Cleveland OH 44106

  



**Your Name** | Job Title

RMHC Northeast Ohio | [www.RMHCneo.org](http://www.rmhcneo.org/)

office: 330.253.5400 x0000 | cell: 000.000.0000

mailing: 141 West State Street, Akron OH 44302

  

1. Paste it into a new signature box in Outlook. There are two ways to access the signature box in Outlook:
	1. FileOptionsMailCreate or modify signatures for messages, or
	2. MessageSignatureSignatures…

**Note:** When pasted into the signature box, the RMHC Northeast Ohio logo will NOT be visible.

1. Change the name, title and phone information to your own. If you do not want your cell listed, remove it. If you want the fax number, add it. Please note: In order to keep the formatting, it is important to highlight ONLY the thing you are changing, without spaces.
2. Save the signature and use it as your default.