

Create and use a signature

How to create a signature

A. If you are a TBRHSC employee, please go to <u>https://email-signature.tbrhsc.net/</u>
B. If you are a SJCG employee, please go to <u>https://intranet.sjcg.net/our-services/corporate-services/corporate-email-signature</u>. From here you can select the cignature you would like to use (SLCC Staff, N/deg/aug Pinesi Staff, ar the Pasie signature)

signature you would like to use (SJCG Staff, N'doo'owe Binesi Staff, or the Basic signature). 2. Highlight all of the text on the page by either:

- a. Clicking anywhere on the page and pressing CTRL+A on your keyboard
- b. Hover the mouse cursor next to where it says **Name** at the top-left corner, clicking and dragging the mouse to the bottom-right corner of the page.

Name (credentials – optional) Title	
Department	
Email	
Preferred Pronouns (optional)	
Je parle français (optional)	
Address	
Room # / Building	
City / Province	
Postal Code	
Telephone: (807) xxx-xxxx ext. xxxx	
Cell: (807) xxx-xxxx	
Fax: (807) xxx-xxxx	
www.tbrhsc.net	
f 🔘 💥 in 🖪	
Thunder Bay Regional	STRATEGIC PLAN
Health Sciences Centre	Exceptional Care for every patient, every time.

- 3. Once the signature is highlighted, you can copy the signature by either:
 - a. Pressing CTRL+C on the keyboard
 - b. Right-clicking on the highlighted text and selecting Copy
- 4. Sign into Outlook.
- 5. In the upper-right corner, click on the **gear icon** to open the settings menu.
- 5. Click **Mail** in the "Settings" window.
- 6. Select the "Compose and Reply" tab and click + New signature.



Create and use a signature

Settings	Layout	Compose and reply	×
Q. Search settings Image: Calendar Image: Cale	Compose and replyStSmart suggestionsAttachmentsRulesSweepJunk emailQuick stepsCustomize actionsSync emailMessage handlingForwardingAutomatic repliesRetention policiesS/MIMEGroups	Expanding Expanding Edit and choose signatures that will be automatically added to your email message. Create and edit signatures + New signature SLCG String Pristname Lastname, Suffix vdo Title Program/Service Phone: 807-000-0000 ext, 5555 • Mobile: 807-000-0000 • Pager: 807-000-0000 • Fax: 807-000-0000 Site Name • Address Line, Thunder Bay, ON POSTAL CODE stoonet Image: Address Line, Thunder Bay, ON POSTAL CODE Store Image: Address Line, Thunder Bay, ON POSTAL CODE Select default signatures For New Messages: (No signature) For New Messages: (No signature) Image: (No signature) Message format Choose whether to display the From and Bcc lines when you're composing a message.	Discard

7. Enter a name for the signature.

8. Paste the signature copied in Step 3, into the text box below and replace all the placeholders with your information. i.e. Name, Department, Email, etc

- You can set your signature to automatically be added to all new messages by selecting it in the "For New Messages" drop down list in the "Select default signatures" section.
- You can also set your signature to automatically be added to all Replies/Forwards by it in the "For Replies/Forwards" drop down list in the "Select default signatures" section.

9. Click Save.

How to use a signature

To manually add a signature to your email, simply click the signature button on the email edit ribbon and select the signature you would like to add.



Create and use a signature

ĕA	99	aA 🗸	X ₂ X ²	A2	0	0	Q. v		õ	\checkmark	0
Se	and	~				SJCG					
					_	Signatu	ires				
To											
Co											

