# Sighted Instructions for NEW Outlook signature:

1. In Outlook, choose File > Options > Mail.
2. Click the Signatures button.
3. Make sure your cursor is in the old signature block.
4. Highlight and delete everything in the old signature block.
5. Open the Word document called Signature template for outlook2024.docx in Word.
6. Highlight and copy everything in the template document.
7. In Outlook, paste the new signature template into the empty signature block.

**To change the information:**

1. Replace the word FIRST with your first name and the word LAST with your last name.
2. On the same line, find your appropriate set of pronouns (He/Him, She/Her, They/Them) and delete the others, or enter different pronouns if that’s what you use.
3. On the next line, replace the words Title with your job title.
4. Leave the “Division of Rehabilitation Services (DORS)” line as is.
5. The phone numbers and email address are all active links. **DO NOT JUST TYPE OVER THEM**.
Instead, follow this procedure to update the active links:
* From anywhere within the phone number, right click and choose Hyperlink to open the hyperlink screen.
* In the TEXT TO DISPLAY field, put your phone number in this format: **(area code) 111-2222**.
* In the ADDRESS field, put your phone number in this format: tel:**0001112222**.
* Select the OK button to save.
* The next line can either be your work mobile number or your fax number, depending on which gets used more frequently. If you use both, add an additional line. (Or leave the line blank if you use neither.) If it’s a fax, change the **C:** to **F:** and then change the number in the same way you changed your office phone number. Remember to use the **tel:** in the ADDRESS field.
* The work email is changed in the same way. From anywhere within the right click and choose Hyperlink to open the hyperlink screen.
* In the TEXT TO DISPLAY field, put your work email address.
* In the E-MAIL ADDRESS field, put your work email address in this format: **mailto:first.last@maryland.gov**.
* Select the OK button to save.
1. Next, change your office address information, if needed. Add additional address lines if necessary.

**Leave everything else exactly the way it is.**

All of the links and icons are already set up to go to the DORS website, YouTube channel, Facebook page and LinkedIn information.

1. Choose the OK button to save changes.