# Instructions for NEW Outlook signature:

1. Open the Word document called Signature template for outlook.docx in Word (not in a browser viewer).
2. Copy everything in the document by typing CONTROL + A and CONTROL + C.
3. Open or go to your Outlook email.
4. Choose File, then Options, then Mail.
5. Type N to activate the Signatures button.
6. Type T to go to the Edit Signature field. Make sure your cursor is in your old signature block.
7. Type CONTROL + A and CONTROL + X to delete the old signature.
8. Then type CONTROL +V to paste in the new signature template.
9. Replace the word FIRST with your first name and the word LAST with your last name.
10. 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.
11. On the next line, replace the words Title with your job title.
12. Leave the “Division of Rehabilitation Services (DORS)” line as is.
13. The phone numbers and email address are all active links. **DO NOT TYPE OVER THEM**.
Instead, follow this procedure to update them:
* From anywhere within the phone number, type ALT + N and ALT + I to open the hyperlink screen.
* In the TEXT TO DISPLAY field, put your phone number in this format: left parenthesis, area code, right parenthesis, space, first 3 digits of phone number, hyphen, last four digits of phone number.
* In the ADDRESS field, put your phone number in this format: t e l and a colon, then the 10 digits of your phone number.
* 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 t e l and colon in the ADDRESS field.
* The work email is changed in the same way. From anywhere within the phone number, type ALT + N and ALT + I 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: the word mailto followed by a colon, followed by your email address. No spaces.
* 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.