**How to create your email signature IN OUTLOOK: QUICK GUIDANCE**

1. **Using the** [**email format below**](#emailexamples)**, type in your personal contact details to replace the template information.** If you wish to add other information to your email signature (social media contact info, ERG association, etc.), please add below your email address using Arial font, 12-point type size.
2. **HIGHLIGHT AND COPY YOUR PERSONAL EMAIL SIGNATURE.**
3. **PASTE YOUR PERSONAL EMAIL SIGNATURE INTO OUTLOOK. IF YOU DO NOT KNOW HOW TO DO THIS, FOLLOW THE ADDITIONAL INSTRUCTIONS BELOW.**

**ADDITIONAL INSTRUCTIONS:**

**1.** Open Microsoft Office Outlook and from the tool bar, select “**File**” tab.

**2.** Select “**Options**” on the left hand side.

**3.** From the pop-up menu or right hand side, select “**Mail**” from the left hand side.

**4.** On the right hand side, select “**Signatures**”.

**5.** Select “**New**”.

**6.** When prompted for a name for your new signature, type in “**My Dell signature**”, and select “**OK**”.

**8.** In the “**Edit Signature**” text field, paste in your email signature that you created using the template above.

**EMAIL FORMAT EXAMPLES:**

*Note: Global Brand recommends including your pronouns in email signatures. If you do not wish to include, then delete the text in parenthesis after your name.*

**Firstname Lastname** (they/their)

Title, Functional Area

**Dell Technologies** | Department or Business Unit

office +1 866 123 4567

mobile + 1 000 123 4567

[Firstname.Lastname@Dell.com](mailto:Firstname.Lastname@Dell.com)

**Firstname Lastname** (she/her)

Title, Functional Area

**Dell Technologies** | Department or Business Unit

office +1 866 123 4567

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[Firstname.Lastname@Dell.com](mailto:Firstname.Lastname@Dell.com)

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