**PC users only –– Cognizant email signature guidelines**

1. In this document, highlight and copy one of the following two signatures.

Option 1: animated (recommended) This option will not work if you have an older version of MS Outlook (before Office 365).

**FirstName LastName**(pronouns)

Title

Part of the Organization

**M**  +00 000 00000000

**O**  +00 000 00000000

Background pattern

Description automatically generated with low confidence

[copy up to this line so that you have a few lines after the logo]

Option 2: static (Use this option if your version of MS Outlook is older than Office 365)

**FirstName LastName**(pronouns)

Title

Part of the Organization

**M**  +00 000 00000000

**O**  +00 000 00000000

Logo

Description automatically generated

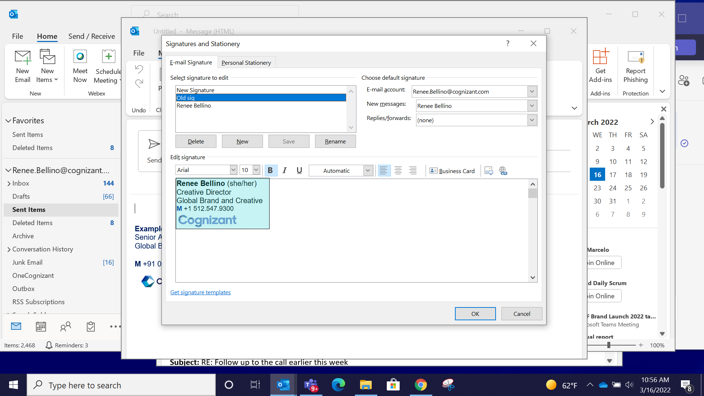
[copy up to this line so that you have a few lines after the logo]

1. Open your email signature in Microsoft Outlook using File > Options > Mail and click on Signatures (or by opening a new message and going to Signatures)

Graphical user interface, application, Word

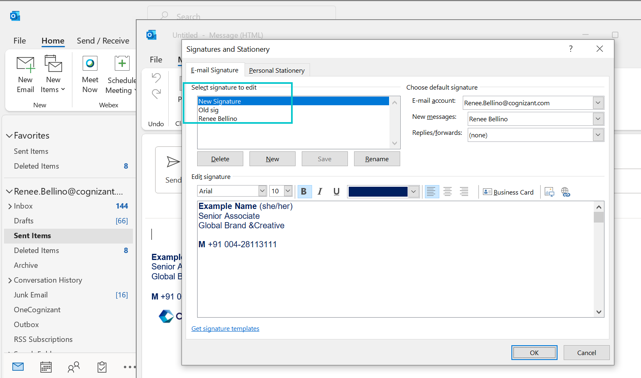
Description automatically generated

Highlight your existing signature and delete it



1. Right click and paste in the new signature you copied, **updating with your own information without changing the formatting**. You may not see the logo you’ve pasted in, but that’s ok – you’ll test after you’re finished.

Be sure that where it says: New messages, you’ve selected your new signature. Then click “OK” to exit



Once you have saved, open a new email message to confirm that your signature worked.