# EMAIL SIGNATURE

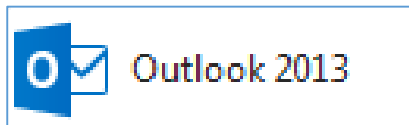## Steps on how to update your email signature

### Internal briefing document

Please ensure you read the entire contents of this briefing document. If you have any questions about the content of this brief, please raise these to your line manager.

17th August 2016

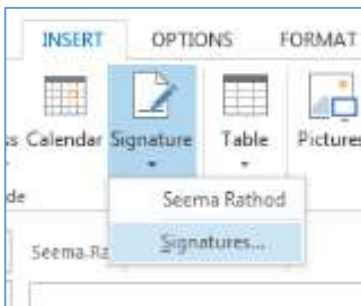# How to update your email signature

1. Open Outlook



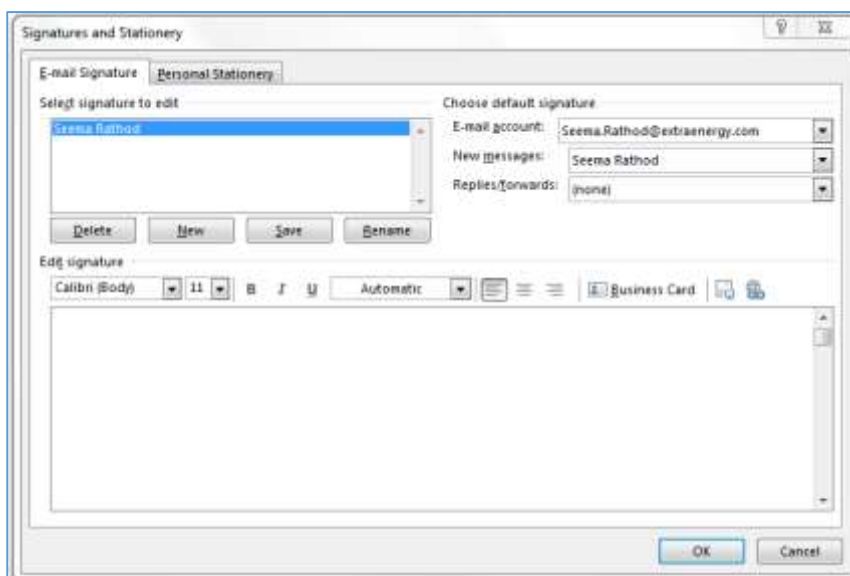2. Select 'New' on the right hand side, which will open a new message.



3. Select insert from the top menu



4. Click on 'Signature' drop down and select signatures



5. A pop-up box will appear.

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6. In the 'Edit signature' copy and paste the below format signature which includes the registered address

**<Full Name>**
<Job Title>

| | |
|---|---|
| Mobile: | +44 (0) 7XXX XXX XXX |
| DDI: | +44 (0) XXXX XXX XXXX |
| Email: | <first>.<surname>@extraenergy.com |
| Web: | www.extraenergy.com |



🌲 Please consider the environment before printing this email



7. Change relevant details (delete mobile /DDL number if you do not have one).



8. Then click OK

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