**NEW E-MAIL SIGNATUREfad**

**Please update yours and use it by setting it as default.**

*If you use both Outlook and Outlook.com, change both*

Simply copy the table below and paste it in outlook and fill out your details. The links to social media should work, otherwise they are listed below.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  |  |  | | | |
| **First and Last Name**  Job Title  Xillio | | |  |  | +31356229545 | | | |
|  |  | [email.address@xillio.com](mailto:email.address@xillio.com) | | | |
|  | Afbeelding met monitor, zitten  Automatisch gegenereerde beschrijving | www.xillio.com | | | |
|  |  | ’s-Gravelandseweg 178, 1217GB Hilversum, Netherlands | | | |
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| [Xillio](http://www.xillio.com/) | |  |  |  |  |  |  | [Afbeelding met object  Automatisch gegenereerde beschrijving](https://www.facebook.com/xillio/)    [Afbeelding met object  Automatisch gegenereerde beschrijving](https://www.linkedin.com/company/xillio/) |
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**PLAIN TEKST VERSION**

You can use the version below on your phone, when you reply to emails or in Outlook for web as the signature above does not work for everyone there.

**First + Last Name**

Job Title

**M**: [+31612345678] | **T**: [+31356229545] | **W**: xillio.com

Xillio, ’s-Gravelandseweg 178, 1217GB, Hilversum, The Netherlands

Office Phone Number : +31 (0) 35 622 9545 (use | when you want to add a second number)

Sales Phone number: +31 (0) 353030916

Link to website: [www.xillio.com](http://www.xillio.com)

Link to Facebook: <https://www.facebook.com/xillio/>

Link to Twitter: <https://twitter.com/xillio>

Link to Linkedin: <https://www.linkedin.com/company/xillio/>

Link to youtube: <https://www.youtube.com/channel/UCdHak-38VUmHDJnr0Teh6Iw>

[Steps to add signature to Outlook for Mac](https://www.lifewire.com/email-signatures-outlook-for-mac-1170612)

[Steps to add signature to Outlook](https://support.office.com/en-us/article/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2)

[Steps to add signature to Outlook](https://support.office.com/en-us/article/create-and-add-an-email-signature-in-outlook-com-776d9006-abdf-444e-b5b7-a61821dff034) for web