

**Email signatures – Step-by-step guide**

This document outlines the process of adding and editing an email signature that adheres to Fraser Health’s brand standards.

**Personalizing your email signature**

1. Below are two email signature formats: The **long form** (when starting a new email conversation) and **short form** (when replying to an existing email conversation).
2. Use this document, adding your own personal information, to update the appropriate text fields in the long and short form signatures.
3. Please **ensure** your name, credentials, pronouns, title and department **match** in both formats.

**Adding your signatures to outlook**

**How to add the long form signature**

1. In Outlook, select **New Email** in the upper menu.
2. On the message menu, select **Signature** **> Signatures**.
3. Under **Select signature** to edit, choose **New**, and in the New Signature dialog box, type ‘Long form’ as the name for the signature. Click OK.
4. Select and copy your personalized long form signature from this word document.
5. In Outlook, under **Edit signature**, right-click the text field box.
6. A pop-up dialog box will appear. Under **Paste Options,** select **Keep Source Formatting**.

**How to add the short form signature**

1. To add the short form signature, under **Select signature** to edit, choose **New**, and in the New Signature dialog box, type ‘Short form’ as the name for the signature. Click OK.
2. Select and copy your personalized short form signature from this word document.
3. In Outlook, under **Edit signature**, right-click the text field box.
4. A pop-up dialog box will appear. Under **Paste Options,** select **Keep Source Formatting**.

**Choose your default signatures**

1. After adding your long and short form signatures, in the upper right portion of the Signatures and Stationary dialog box you will see **Choose default signature**.
2. For **New Messages** select **Long form** in the drop down menu.
3. For **Replies/forwards,** select **Short form** in the drop down menu.
4. Click **OK** in the bottom right of the Signatures and Stationary dialog box.

**Templates:**

**Long form (when starting a new email conversation)**

**Your Name, Credentials (pronouns)**

**Your Title, Department**

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Cell: 604-123-4567
Fax: 604-123-4567

[www.fraserhealth.ca](http://www.fraserhealth.ca/)

*We recognize that Fraser Health provides care on the traditional, ancestral and unceded territories of the Coast Salish and Nlaka’pamux Nations, and is home to six Métis Chartered Communities.*

CONFIDENTIALITY NOTICE: This email is intended only for the person(s) or entity to which it

is addressed and may contain confidential information. Any review, distribution, copying, printing

or other use of this email by anyone other than the named recipient is prohibited. If you have

received this email in error or are not the named recipient, please notify the sender immediately

and permanently delete this email and all copies of it. Thank you.

**Short form (when replying to an existing email conversation)**

**Your Name, Credentials (pronouns)**

**Your Title, Department**

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