

Use the steps below to set up your email signature in the web version of Outlook.

**Note:** Email signatures created in the web or app versions of Outlook do not include logos due to distortion issues.

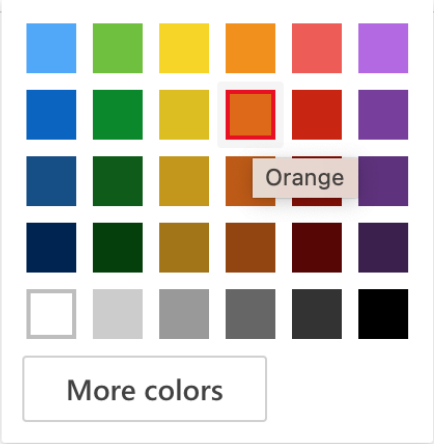
**Setup Instructions for Outlook on the web**


1. Click on the **settings gear** in the upper right corner.
2. Click Compose and reply.
3. Click **New Signature** and then enter a signature name.
4. In the text box, create your signature following the example below. **You will need to manually set the font to Century Gothic, 10pt, black. Set web and social links to orange.** You may remove the fields that do not apply to your position (i.e., cell, pager, fax). Do NOT make any changes to the format or the links included in the signature. Add the website and social hyperlinks listed below as shown above. See next page for detailed hyperlink instructions.

**First Last Name, Credentials**  
 Your Official Title  
 Your Department  
 Current Facility/Entity Name  
**Brookwood Baptist Health**

1111 Street Address | City, AL Zip  
**(000) 000-0000** | (000) 000-0000 cell  
 (000) 000-0000 fax | (000) 000-0000 pager

[website](#) | [facebook](#) | [instagram](#) | [linkedin](#)





**Brookwood Baptist Health Links:**

**website:** brookwoodbaptisthealth.com

**facebook:** facebook.com/BrookwoodBaptistMedicalCenter

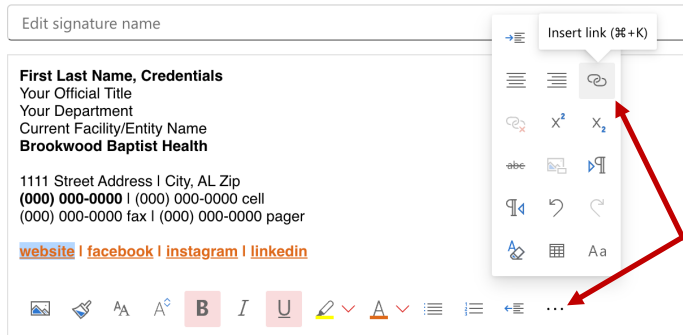
**instagram:** instagram.com/brookwoodbaptisthealth

**linkedin:** linkedin.com/company/brookwood-baptist-health

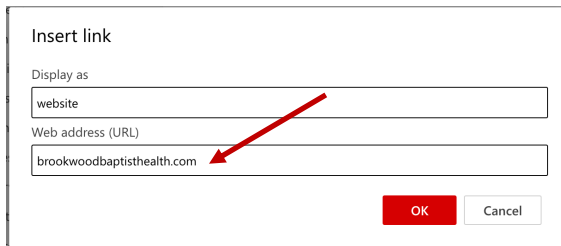
5. Select your new signature from the dropdowns to include on all new messages and replies/forwards.
6. Click **Save**.

**Setting up hyperlinks in Outlook on the web**

1. Highlight the text to be hyperlinked.
2. Click the three dot icon to view more formatting options. Select the hyperlink icon.



3. Enter web address to link to (www. is NOT needed). See web and social links listed below.



**Brookwood Baptist Health Links:**

- website:** brookwoodbaptisthealth.com
- facebook:** facebook.com/BrookwoodBaptistMedicalCenter
- instagram:** instagram.com/brookwoodbaptisthealth
- linkedin:** linkedin.com/company/brookwood-baptist-health

4. Click **OK**. Repeat with additional web addresses to be linked.

**Guidelines and Formatting**

- o Do not add badges or awards to signatures unless directed by Brand Marketing.
- o Telephone numbers use the following format: (xxx) xxx-xxxx. The main phone number should be bold, with no descriptor.
- o The default font for email body copy should be set to Century Gothic, 11pt.
- o Address abbreviations for streets should follow U.S. Postal Service guidelines. Do not spell out words like Avenue or Street. The suite should be listed on the same line as the street address. (e.g., Orange Ave., Suite 100, Kuhl Ave., Gore St.).
- o Do not modify the order of your signature information (title, address, etc.).
- o Do not use abbreviations for departments in the signature.
- o Spell out the word "and" in your department name vs. using the ampersand (&).

**Signatures should NOT INCLUDE any of the following as these are better suited for personal emails:**

- o Custom backgrounds - all email backgrounds should be standard, default white.
- o Clipart, graphics, animations, or icons.
- o Quotations or other philosophical statements.
- o Headshots or other pictures of yourself.

For technical assistance, please contact the Orlando Health IT Service Desk at **(321) 841-7378**.