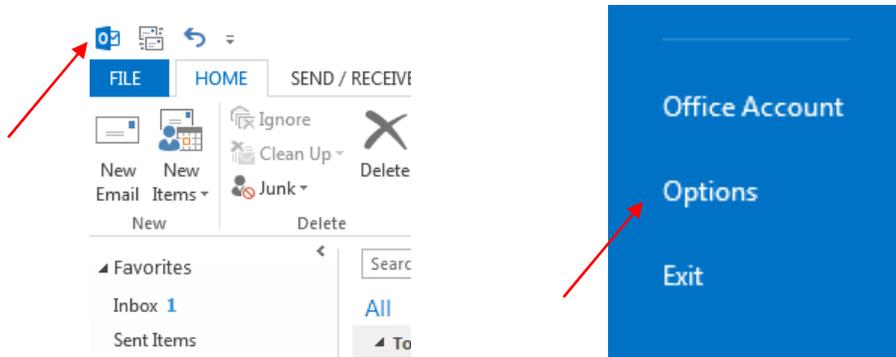
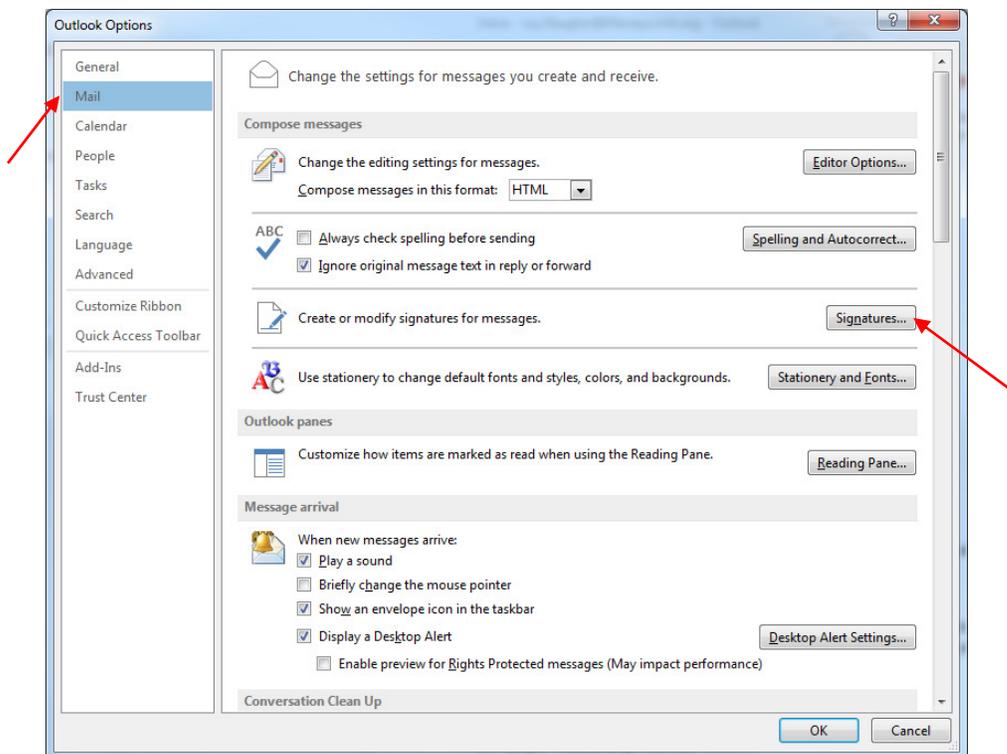


Updating your email signature in Outlook

- To update your signature in Outlook, first open Outlook, click on The “File” tab and then select options from the left side



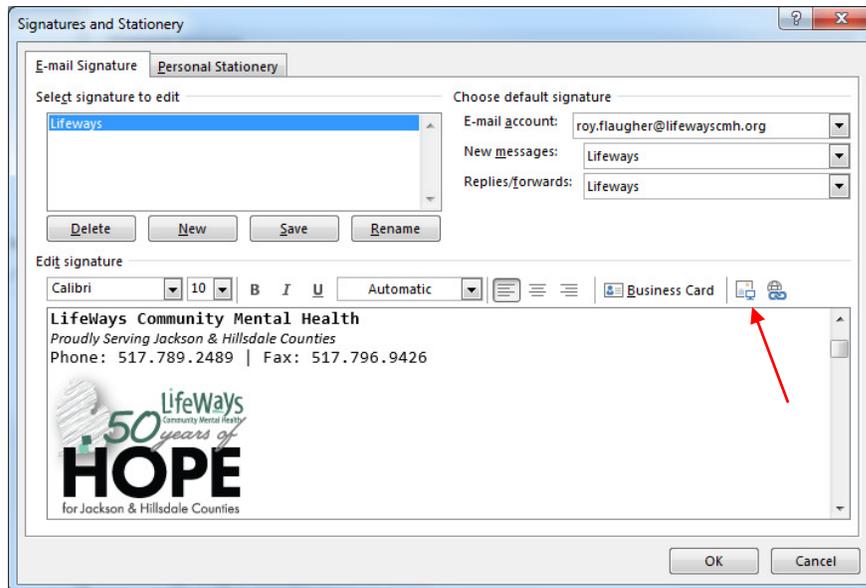
- In the options window select “Mail” and then click “Signatures”



- If you already have a signature you can select it from the list and update it
 - If you don't have a signature select “new” and choose a name
 - Then in the edit signature area you can create your signature following the LifeWays guidelines.

Updating your email signature in Outlook

- Be sure that both the “New messages” and “Replies/forwards” have your signature selected.
- To insert a picture click “picture” icon in the edit signature area and find the picture you want.
 - The LifeWays Signature file is at L:\LW_Shared_Common\~LW_Email_Signature



Lifeways signatures should all be formatted in the following manner.

Thank you,
YOUR NAME HERE
YOUR TITLE HERE
Lifeways Community Mental Health
Proudly Serving Jackson & Hillsdale Counties
Phone: 555.555.5555 | Fax: 517.796.9426



LifeWays Community Mental Health, in partnership with our community and provider network, inspires hope and equips individuals on their journey toward recovery and wellness.

Confidentiality Note: The information transmitted is intended for the person or entity to whom or which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of this information by persons or entities other than the intended recipient is strictly prohibited. If you receive this in error, please notify the original sender immediately by return e-mail and delete this message along with its attachments from your computer.