**Guidance on how to create an email signature in Outlook**

To create your email signature:

1. Edit the contact details in the email signature table cell shown below. You can add more lines if necessary, such as if you feel it is useful or important to include your postal address
2. Hover your mouse over the table until the ‘handle’ appears top left, and then right click on the handle to highlight the table.
3. Select ‘Copy’ (or press CTRL and C together)
4. Go to Outlook or your email application.
5. Under the ‘Tools’ menu select ‘Options’.
6. Click on the ‘Mail Format’ tab and click ‘Signatures’ button.
7. In the ‘E-mail Signature’ tab click ‘New’ to create a new signature.
8. Right click in the ‘Edit signature’ field and select ‘Paste’ (or press CTRL and V together).
9. Click OK.
10. Click OK in the ‘Options’ window.
11. If you have more than one mail account you may have to select the signature under the account settings. Otherwise, when you create any new message, the signature should appear in position.

**The email signature table cell:**

|  |  |
| --- | --- |
| UKHSA logo | **Forename Surname**  Job title, Team  UK Health Security Agency  [forename.surname@XXXX.gov.uk](mailto:forename.surname@XXXX.gov.uk)  Tel: 0000000000 Mobile: 000000000  [www.gov.uk/ukhsa](https://eur01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.gov.uk%2Fukhsa&data=04%7C01%7CJon.White%40phe.gov.uk%7Cfff9da357e3846a25acc08d98294e6cb%7Cee4e14994a354b2ead475f3cf9de8666%7C0%7C0%7C637684398305178995%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=cb374IkafIFKeyN%2FbpVUay%2FuxKiPiUuO4e6uwe8ytV0%3D&reserved=0)  Follow us on Twitter @UKHSA |