

Hello and welcome to Dove Healthcare! We are excited to have you on our team.

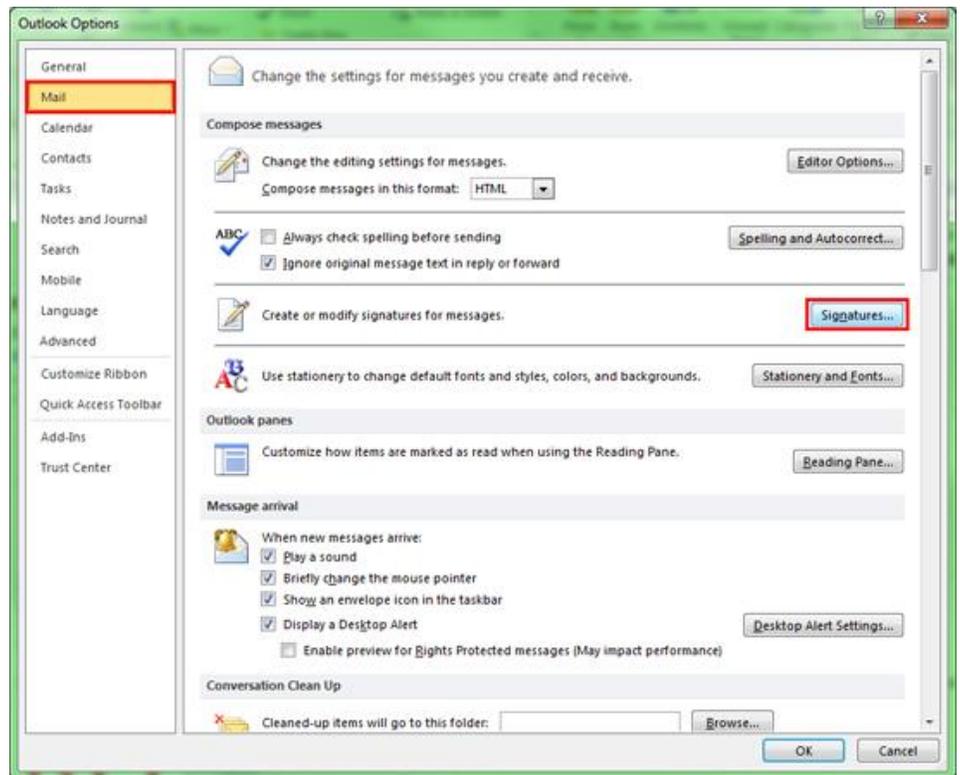
It's time to set up your **email signature** to the designated Dove Healthcare email signature;

You will also need to change your settings to **compose all emails in font Arial, font style Regular, font color black, size 12.**

Please follow the directions on the next four pages.

HOW TO SET UP YOUR SIGNATURE IN OUTLOOK:

1. Click 'File' and then 'Options' **2. Click 'Mail' and then 'Signatures'**



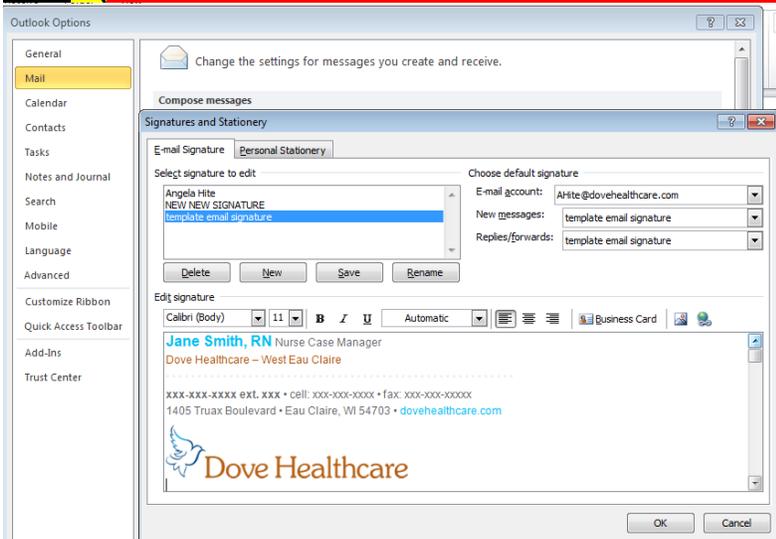
3. Click **New**



4. Type in a name for your signature, typically your first and last name. Click OK once you've typed a name.



5. Copy and paste the **branded Dove Healthcare email signature** that was emailed to you into the large white box (labeled 'Edit Signature'). To copy the signature, drag your cursor from the first letter in first name to the bottom of the Dove Healthcare logo. (when you click 'paste', select the 1st icon in the row of 3 icons)



6. Please do not change anything with the layout, format, or color of the new signature.

7. This should be your signature for **all new emails, all reply emails and all forward emails** (see Fig. 1 below) – *select these settings in signature set up – see red box below.

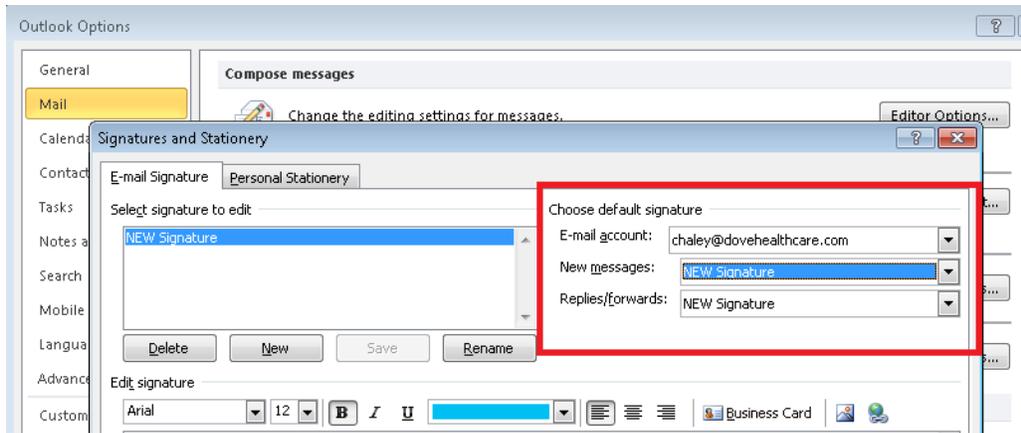


Fig. 1

8. In Outlook mail options, please make sure you are set to compose email messages in HTML (see Fig. 2)

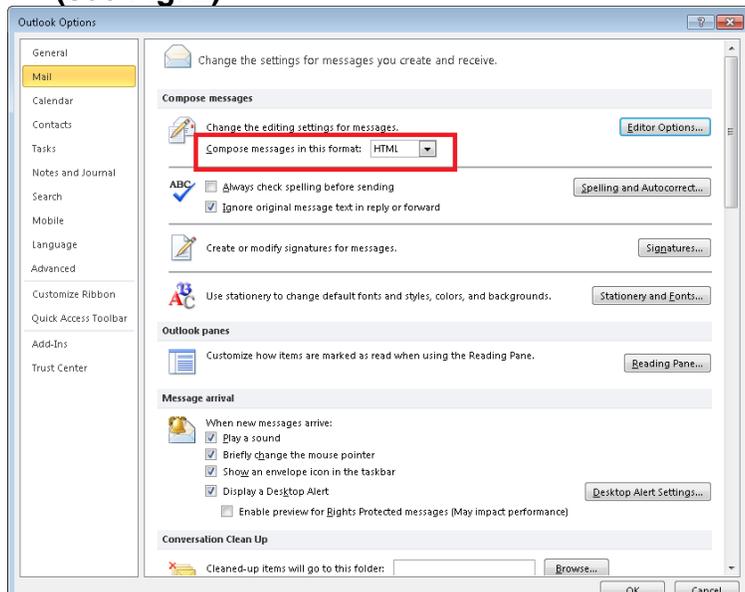
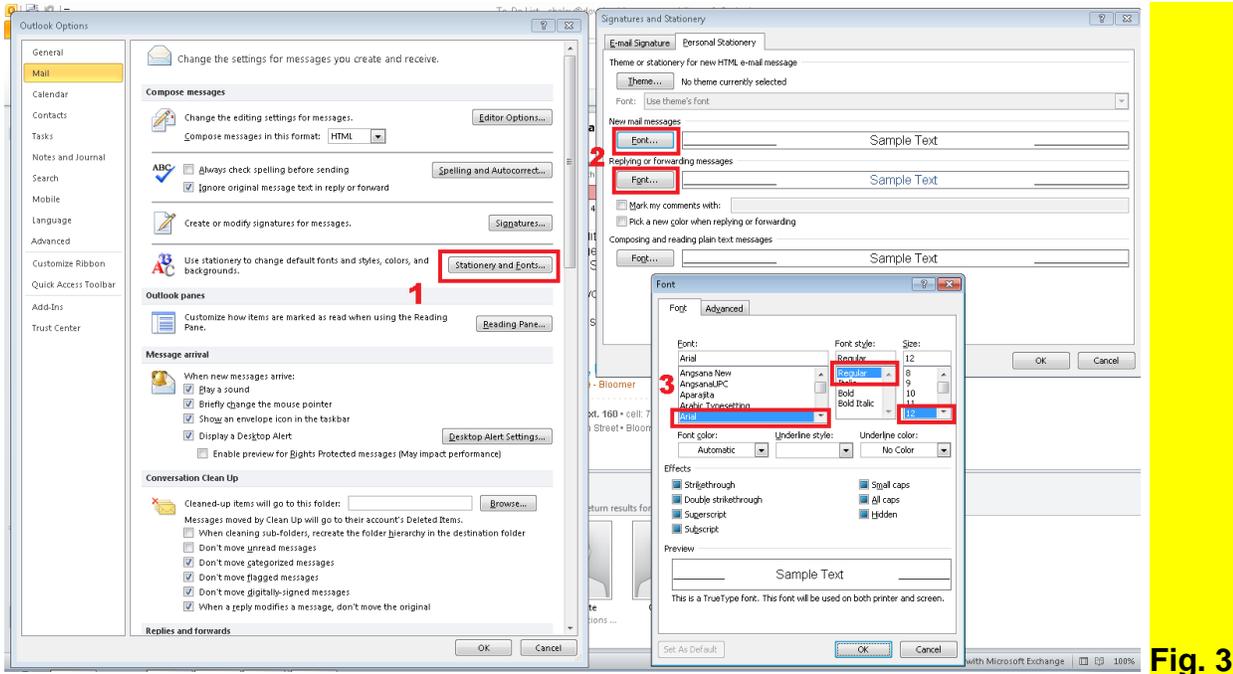


Fig. 2

9. **Stationary & Fonts:** Change your font to compose messages in font **Arial**, font style **Regular**, font color **black**, size **12** for all new/reply/forward messages. Click OK when done. See Fig. 3 below:



Font color:



10. The final step is to email marketing@dovehealthcare.com to have your new email signature reviewed and approved.

Thank you!