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'

Outlook Options	
File Home Send / Re	Change the settings for messages you create and receive.
Save As Calendar Save Attachments Tasks Info Search Mobile Language Advanced Customize Ribbon Quick Access Toolba Quick Access Toolba	Compose messages Change the editing settings for messages. Compose messages in this format: HTML Compose messages in this format: HTML ABC ABC ABC AWays check spelling before sending Dignore original message text in reply or forward Create or modify signatures for messages. Signatures. Signatu
Add-Ins Trust Center	Outlook panes Customize how items are marked as read when using the Reading Pane. Message arrival When new messages arrive: Ø Bay a sound Ø Briefly change the mouse pointer Ø Shogy an envelope icon in the taskbar Ø Display a Desktop Alert



mail signature	Personal Stationery					
eleçt signature t	o edit			Choose default signa	ature	
			*	E-mail account:	jcordiano@RADFORD.EDU	
				New messages:	(none)	
			-	Replies/forwards:	(none)	
Delete	New	Save	ame			
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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 <u>branded Dove Healthcare email signature</u> that was <u>emailed to you</u> into the large white box (labeled 'Edit Signature'). To copy the signature, drag your cursor from the first letter in first name <u>to the bottom of the Dove Healthcare</u> logo. (when you click 'paste', select the 1st icon in the row of 3 icons)

Outlook Options	8 23	Fi
General Change the settings for messages you create and receiv	e.	N
Calendar Compose messages		
Contacts Signatures and Stationery	? 💌	1
Tasks E-mail Signature Personal Stationery		
Notes and Journal Select signature to edit Choo	e default signature	ŀ
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Mobile Template email signature Net	/ messages: template email signature	
Language	template email signature	L
Advanced Delete New Save Rename		
Customize Ribbon Edit signature		L
Quick Access Toolbar	📰 🗮 🛛 🔛 Business Card 🛛 🖓 象	L
Add-Ins		L
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Dove Healthcare	-	
	OK Cancel	

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

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



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

Outlook Options		
General Mail	Change the settings for messages you create and receive.	
Calendar	Compose messages	
Contacts Tasks	Change the editing settings for messages. Editor Options Compose messages in this format: HTML	
Notes and Journal Search Mobile	ABC Aways check spelling before sending Spelling and Autocorrect	
Language Advanced	Create or modify signatures for messages.	
Customize Ribbon Quick Access Toolbar	Use stationery to change default fonts and styles, colors, and backgrounds. Stationery and <u>Eonts</u> Outlook pages	
Add-Ins Trust Center	Custom parts Customize how items are marked as read when using the Reading Pane.	
	Message arrival	
	When new messages arrive: Image: Disp as yound Image: Disp as yound Image: Display a Design on in the taskbar Image: Display a Design of Alert Image: Display a Design of Alert Settings Image: Display a Design of Alert Settings Image: Display and Design of Alert Settings Image	
	Cleaned-up items will go to this folder:	Fig.

 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 <u>marketing@dovehealthcare.com</u> to have your new email signature reviewed and approved.

Thank you!