**How to Update Employee Email Signature**

1. In Outlook, go to File menu and click on Options in the bottom left corner.
2. In the window that pops up click on Mail in the left-hand menu.
3. Click on the Signatures button on the right-hand side next to the “Create or modify signatures for message” section.
4. Remove any content from the Edit Signature box. Copy/paste the new signature information on page 2.
5. Highlight “email” with your mouse and click on the link icon above the signature box field.


6. In the Insert Hyperlink box, click on Email Address from the left-side menu. Type your email address in the “E-mail address” field. Hit ok.


7. Change the font color to match the other links by highlighting “email” again and clicking on the font color drop down menu. Select a light blue to match.


8. Hit Ok to Save. If you have any questions, please consult the OCI helpdesk.

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| **EMPLOYEE NAME** |Employee Title            4221 N. 203rd St, Suite 200 | Elkhorn, NE 68022P: (402) 330-8700 | F: (402) 330-8706[website](https://ociservices.com/) | [map](https://goo.gl/maps/cq5WBXiXAMmbrJUWA) | email  |
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