

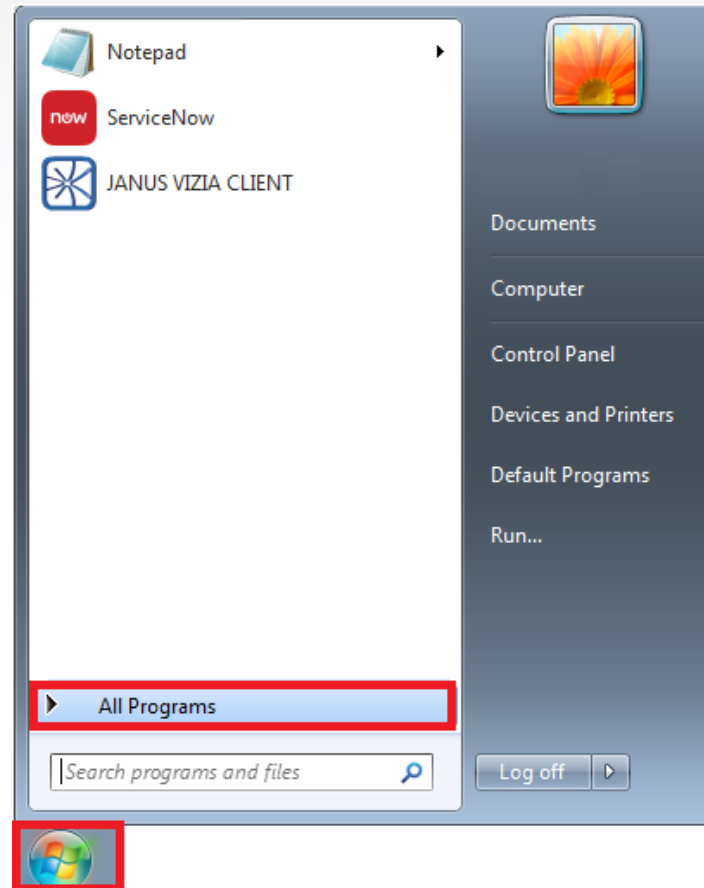
Create Your Outlook Signature



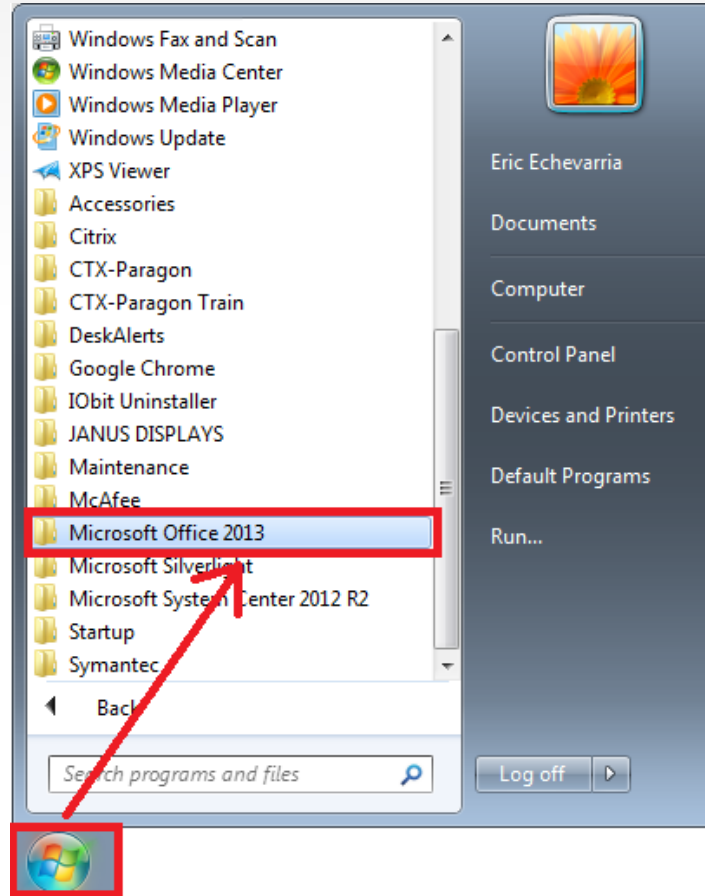
Northeast Georgia Health System

*Improving the health of our community **in all we do.***

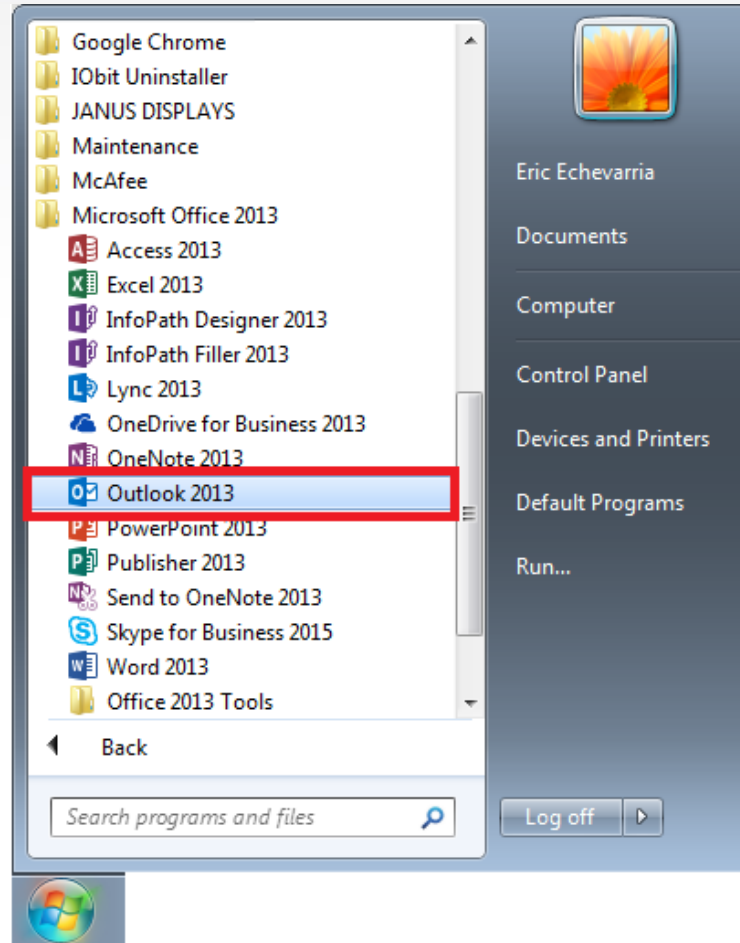
1. Click the START icon then select All Programs



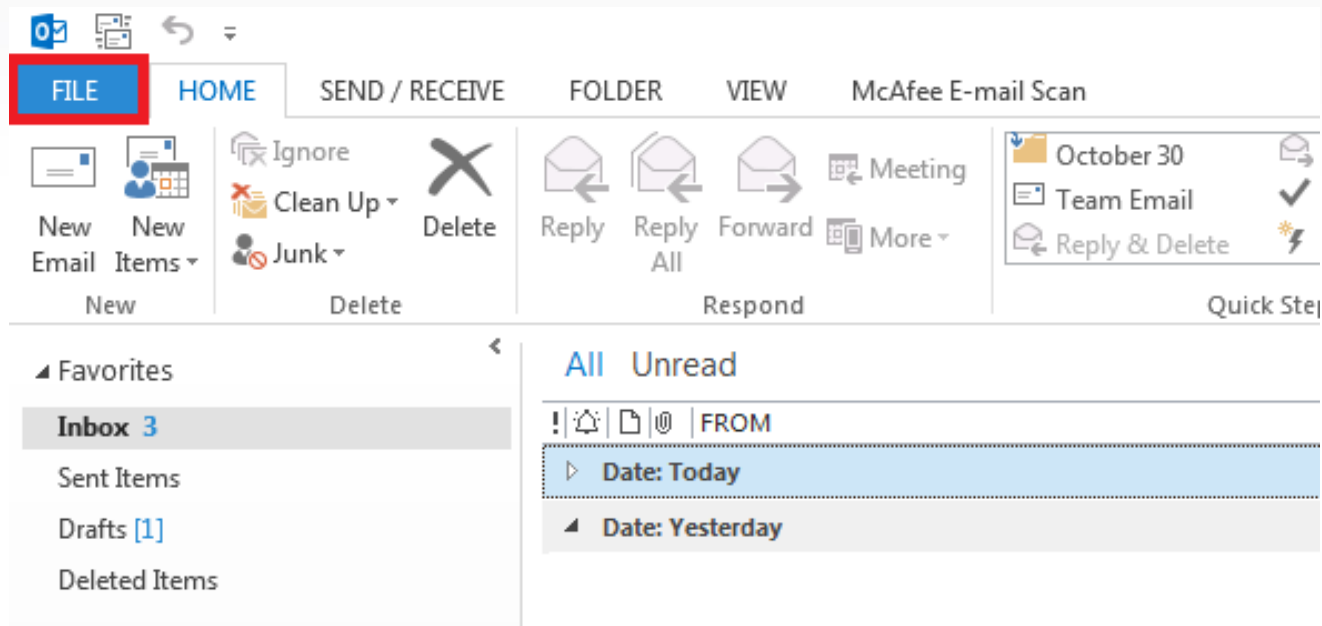
2. Select the Microsoft Office 2013 folder



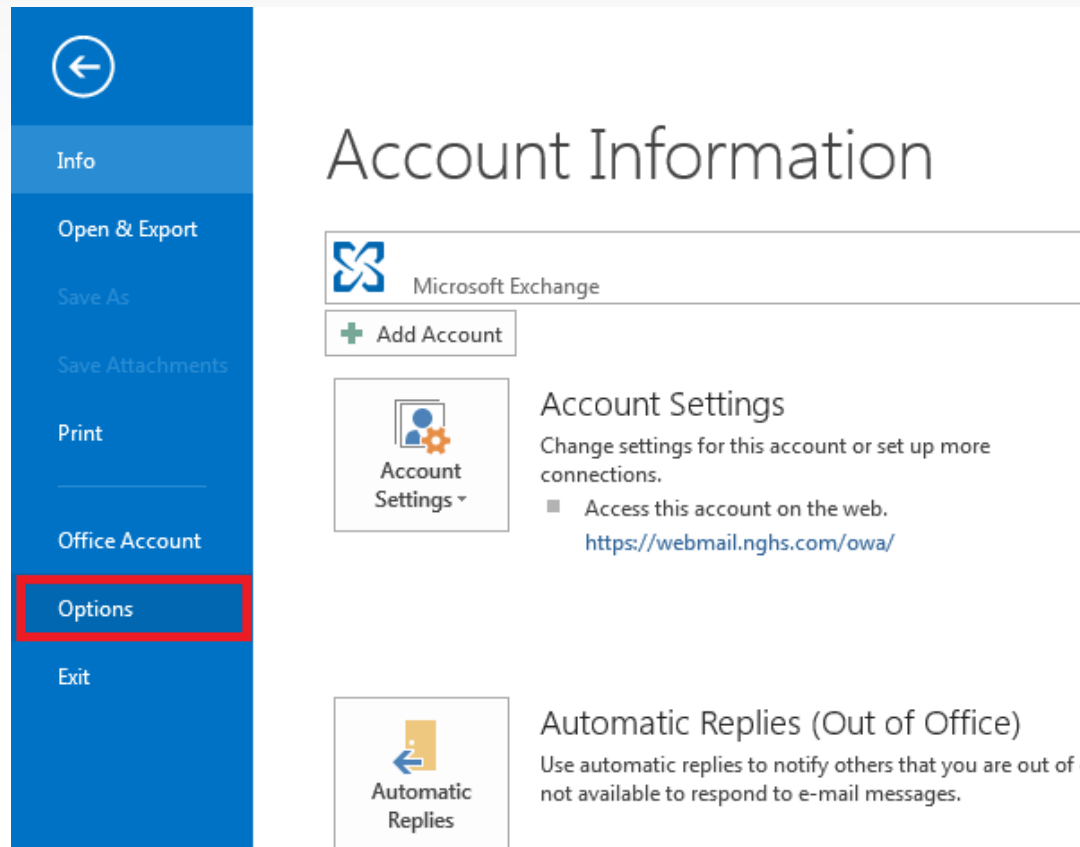
3. Click on the Outlook 2013 icon



4. Once inside the Outlook environment, Select FILE from the menu

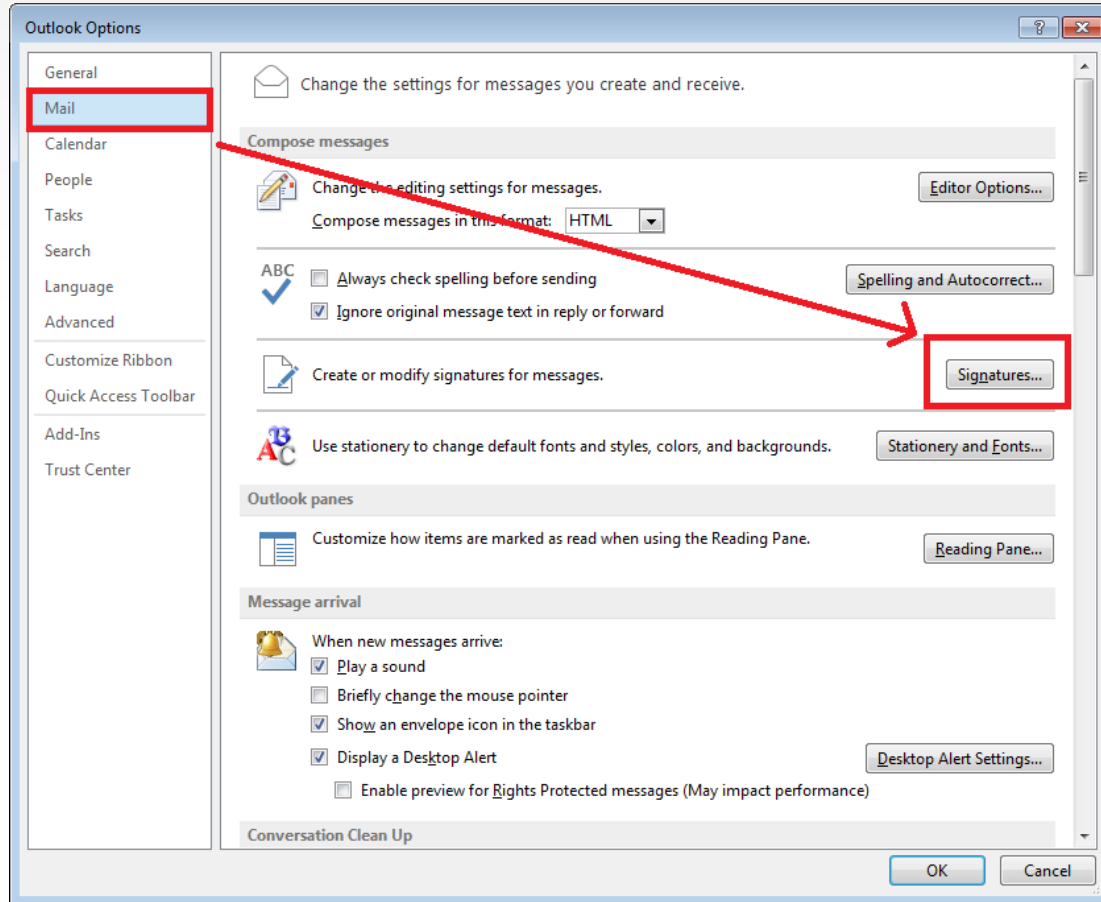


5. Select OPTIONS

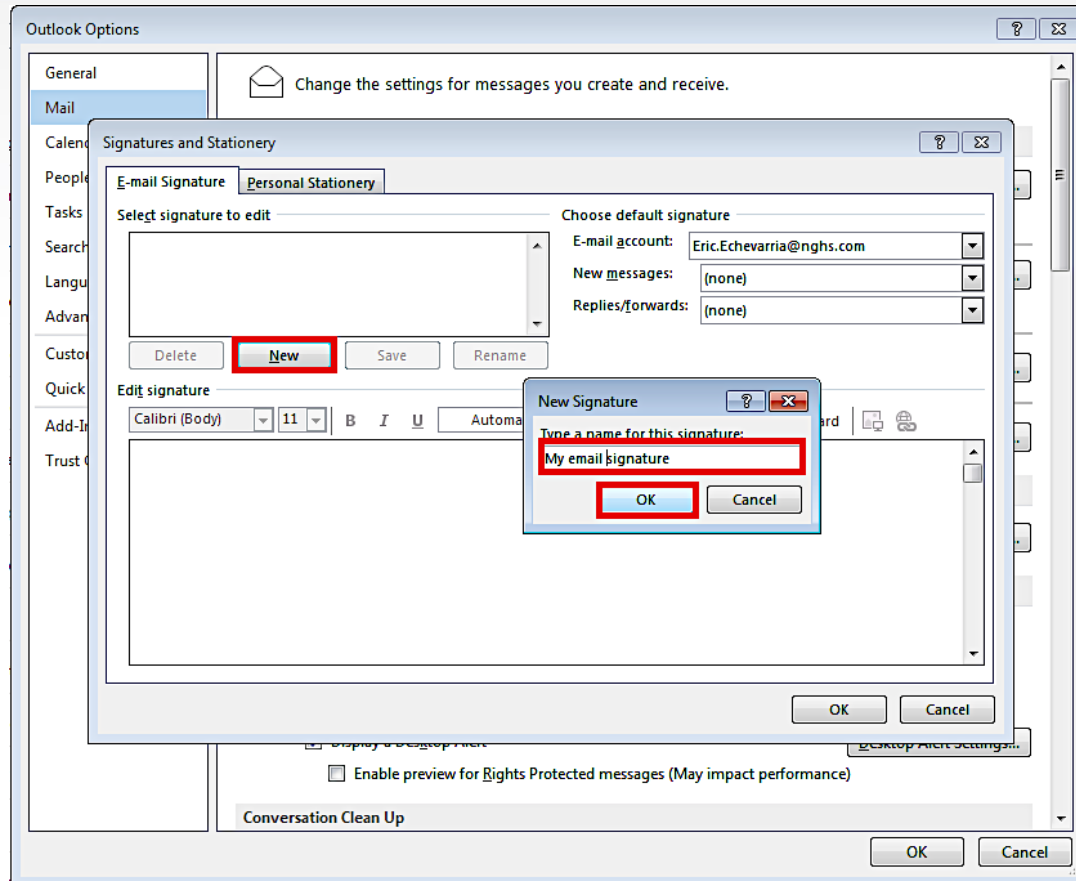


The screenshot shows the 'Account Information' page in a Microsoft Exchange interface. On the left is a blue navigation pane with the following items: a back arrow icon, 'Info', 'Open & Export', 'Save As', 'Save Attachments', 'Print', 'Office Account', 'Options' (highlighted with a red rectangle), and 'Exit'. The main content area is titled 'Account Information' and features a Microsoft Exchange logo and the text 'Microsoft Exchange'. Below this is a '+ Add Account' button. The 'Account Settings' section includes a gear icon and the text 'Account Settings ▾', with a description: 'Change settings for this account or set up more connections.' and a list item: 'Access this account on the web.' with the URL <https://webmail.nghs.com/owa/>. The 'Automatic Replies (Out of Office)' section includes an icon of a calendar with a back arrow and the text 'Automatic Replies', with a description: 'Use automatic replies to notify others that you are out of office and not available to respond to e-mail messages.'

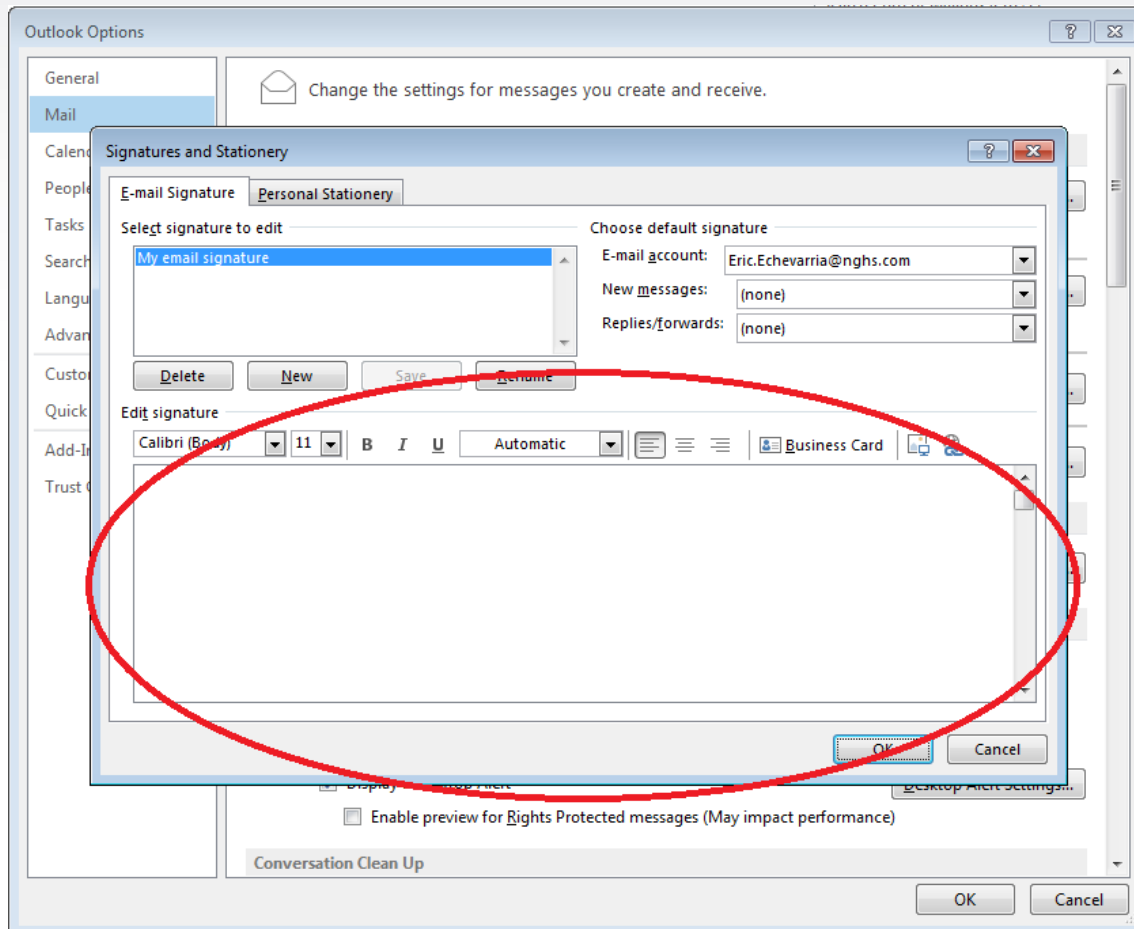
6. Select MAIL then Signatures



7. Select NEW, name your signature then click OK

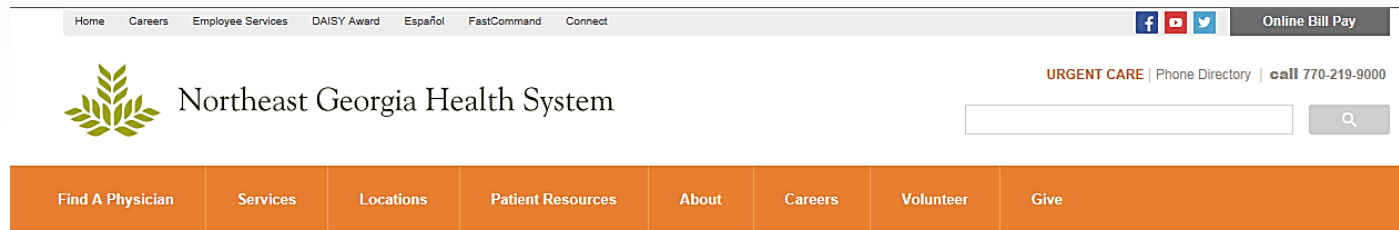


8. This is Your Email Signature Box



9. Find Your Email Signature on the link below and select from the available templates

- <http://www.nghs.com/email-signatures>



The screenshot shows the top navigation bar of the Northeast Georgia Health System website. It includes links for Home, Careers, Employee Services, DAISY Award, Español, FastCommand, and Connect. There are also social media icons for Facebook, YouTube, and Twitter, and a link for Online Bill Pay. The main header features the organization's logo and name, along with a search bar and a link for URGENT CARE. Below the header is a navigation menu with links for Find A Physician, Services, Locations, Patient Resources, About, Careers, Volunteer, and Give.

home / [email signatures](#)

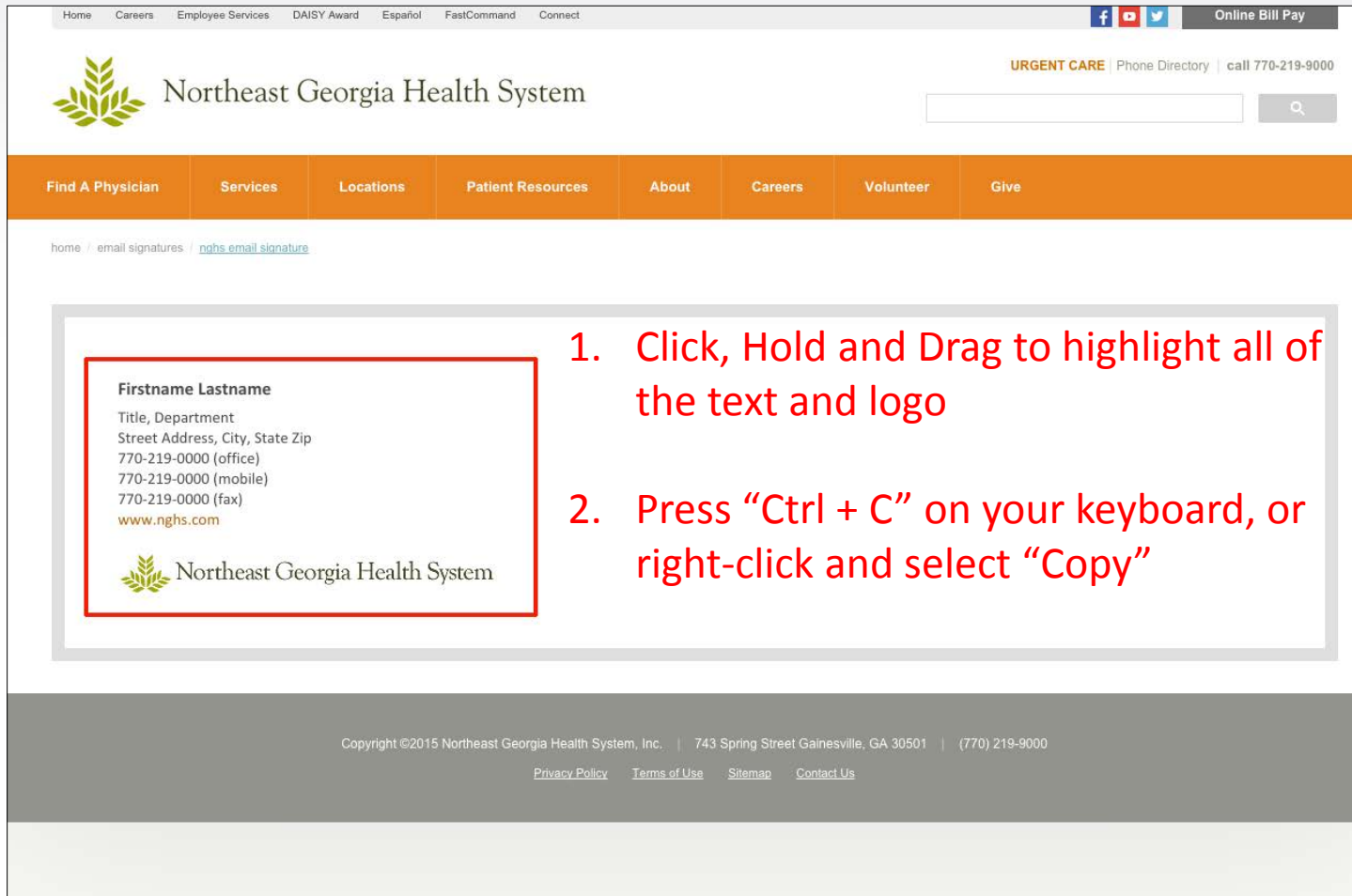
Email Signatures

Using the table provided below, please locate your organizational designation and click corresponding the 'Template Link' to view the email signature template. The template link will send you to a page with a default email signature that you can copy and paste into your email signature options within Outlook.

Organizational Designation	Template Link
NGHS	Click Here
NGMC	Click Here
NGPG	Click Here
The Heart Center	Click Here
The Foundation	Click Here



10. Copy Your Email Signature Template



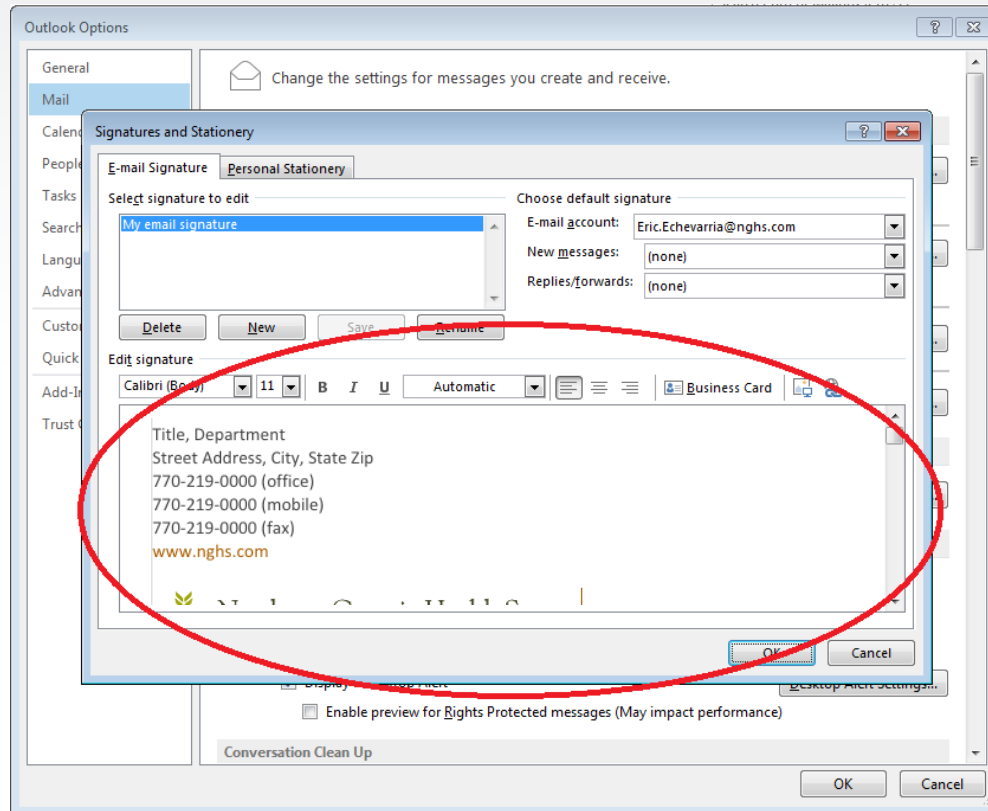
The screenshot shows the Northeast Georgia Health System website. At the top, there is a navigation bar with links for Home, Careers, Employee Services, DAISY Award, Español, FastCommand, and Connect. On the right, there are social media icons for Facebook, YouTube, and Twitter, and a link for Online Bill Pay. Below the navigation bar is the Northeast Georgia Health System logo and name. To the right of the logo, there is a search bar and a link for URGENT CARE with the phone number 770-219-9000. Below the logo and name is a navigation menu with links for Find A Physician, Services, Locations, Patient Resources, About, Careers, Volunteer, and Give. Below the navigation menu is a breadcrumb trail: home / email signatures / [nghs email signature](#). The main content area features a red-bordered box containing an email signature template. The template includes the following text: **Firstname Lastname**, Title, Department, Street Address, City, State Zip, 770-219-0000 (office), 770-219-0000 (mobile), 770-219-0000 (fax), and [www.nghs.com](#). Below the text is the Northeast Georgia Health System logo and name. To the right of the signature template, there are two numbered instructions in red text: 1. Click, Hold and Drag to highlight all of the text and logo. 2. Press "Ctrl + C" on your keyboard, or right-click and select "Copy". At the bottom of the page, there is a footer with the copyright notice: Copyright ©2015 Northeast Georgia Health System, Inc. | 743 Spring Street Gainesville, GA 30501 | (770) 219-9000. Below the copyright notice are links for Privacy Policy, Terms of Use, Sitemap, and Contact Us.

1. Click, Hold and Drag to highlight all of the text and logo

2. Press "Ctrl + C" on your keyboard, or right-click and select "Copy"



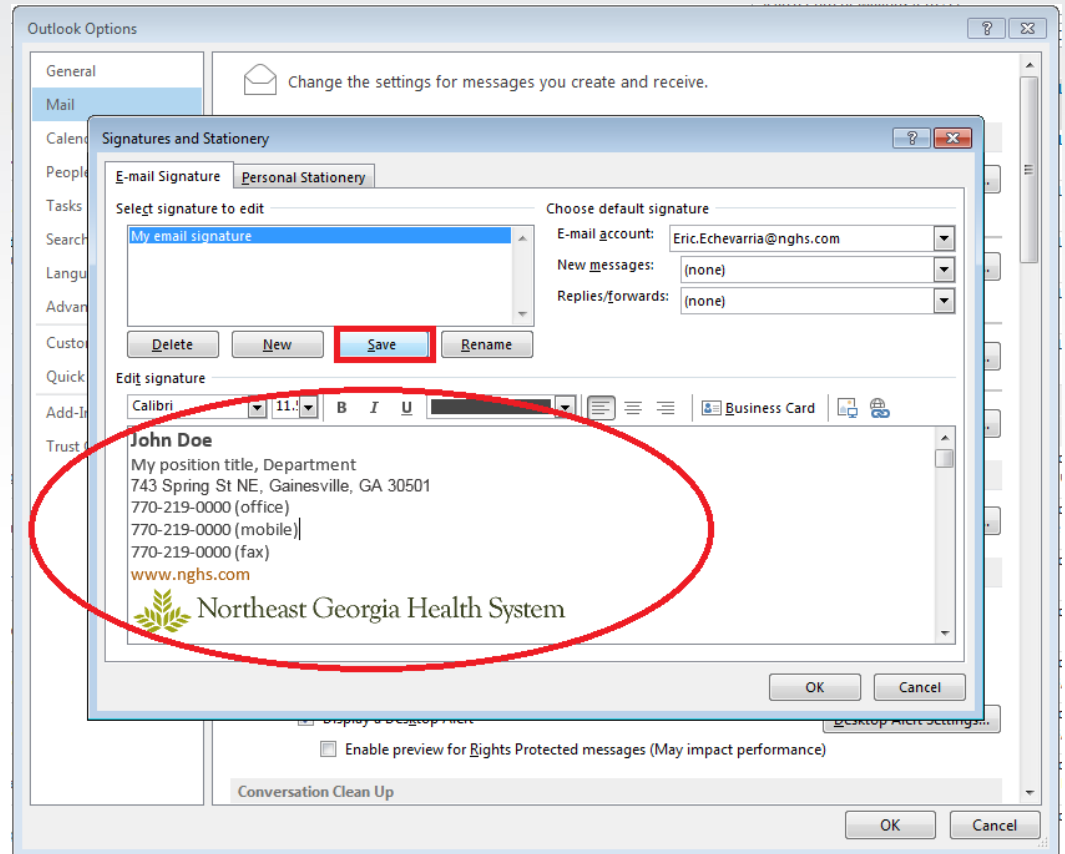
11. Paste Your Email Signature Template



1. Put your cursor in the “email signature” box
2. Press “Ctrl + V” on your keyboard, or right-click and select “Paste”



12. Customize Your Email Signature then click save



- Change the name, title, dept., address, and phone number fields to fit your info
- Do NOT change the web address or add additional info (i.e. quotes, etc.)





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