

# Create Your Outlook Signature



Northeast Georgia Health System

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

# 1. Open “Outlook Web Access”

- Click this icon on your Desktop



# 2. Open "Settings" (click the gear icon)

The screenshot shows the Outlook Web App interface. At the top, there is a navigation bar with 'Mail', 'Calendar', 'People', 'Tasks', and 'Netmail'. A red arrow points from the gear icon in the top right corner to the 'Settings' link in the email content. The email is from 'Google Alerts <googlealerts-noreply@g>' and is titled 'Google Alert - "northeast georgia health system"'. The email content includes a link to 'Google' and a search result for '"northeast georgia health system"'. The search result shows a daily update from October 12, 2015, with a link to 'Health 011 Elachee Gainesville'.

Outlook Web App

Mail Calendar People Tasks Netmail Michael Couch

New mail

Search mail and people

INBOX CONVERSATIONS BY DATE

All Unread To me Flagged

Kim Snider  
table cloth for HOH 11:51a  
Kim Snider, PT CLT, STAR C Certified Lymphedema Thera...

Becker's Hospital Review  
30 executive moves | How do HIEs affect credit r... 11:50a  
Oct. 12, 2015 TODAY'S TOP STORIES 1. 30 latest hospital, ...

Julie Holland  
Invoice 17697 - bd - tri-fold panels with velcro on 11:44a  
I'm not sure who pays for this so I'm sending it to both of ...

Julie Holland  
THC brochure update 11:39a  
Did you see my message about Jeremy doing the updates ...

✓ Google Alerts  
Google Alert - "northeast georgia health system" 11:03a  
"northeastgeorgiahealthsystem" Daily update · October 1...

Martha Sparks  
Intranet / Sharepoint discussions 10:58a  
Please review attached in preparation of meeting Agenda:...

Martha Sparks  
Continue Charter discussion 10:54a  
Picking up where we left off... discuss scope (included & ...

donotreply@nghs.com  
SuccessFactors Learning Expiration Notification 10:54a  
Holland, Julie A; ID: \*\*\*\*\* - has a requirement for item ...

Martha Sparks  
BrightStarr Demonstration -Sharepoint 2013 10:52a  
GTM to follow. \*copy for recording as this invitation dro...

Google Alert - "northeast georgia health system"

REPLY REPLY ALL FORWARD

Google Alerts <googlealerts-noreply@g> Mark as read  
Mon 10/12/2015 11:03 AM

To: Michael Couch;

- To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).
- To always show content from this sender, [click here](#).

Unsubscribe Get more apps

Google

"northeast georgia health system"

Daily update - October 12, 2015

WEB

[Health 011 Elachee Gainesville](#)

thetruthjusthurts  
A new \$50 million Women & Children's Pavilion opened in Fall 2008 at the **Northeast Georgia Health System** Main Campus in Gainesville.

[G](#) [F](#) [T](#) [Flag as irrelevant](#)

[See more results](#) | [Edit this alert](#)

You have received this email because you have subscribed to...

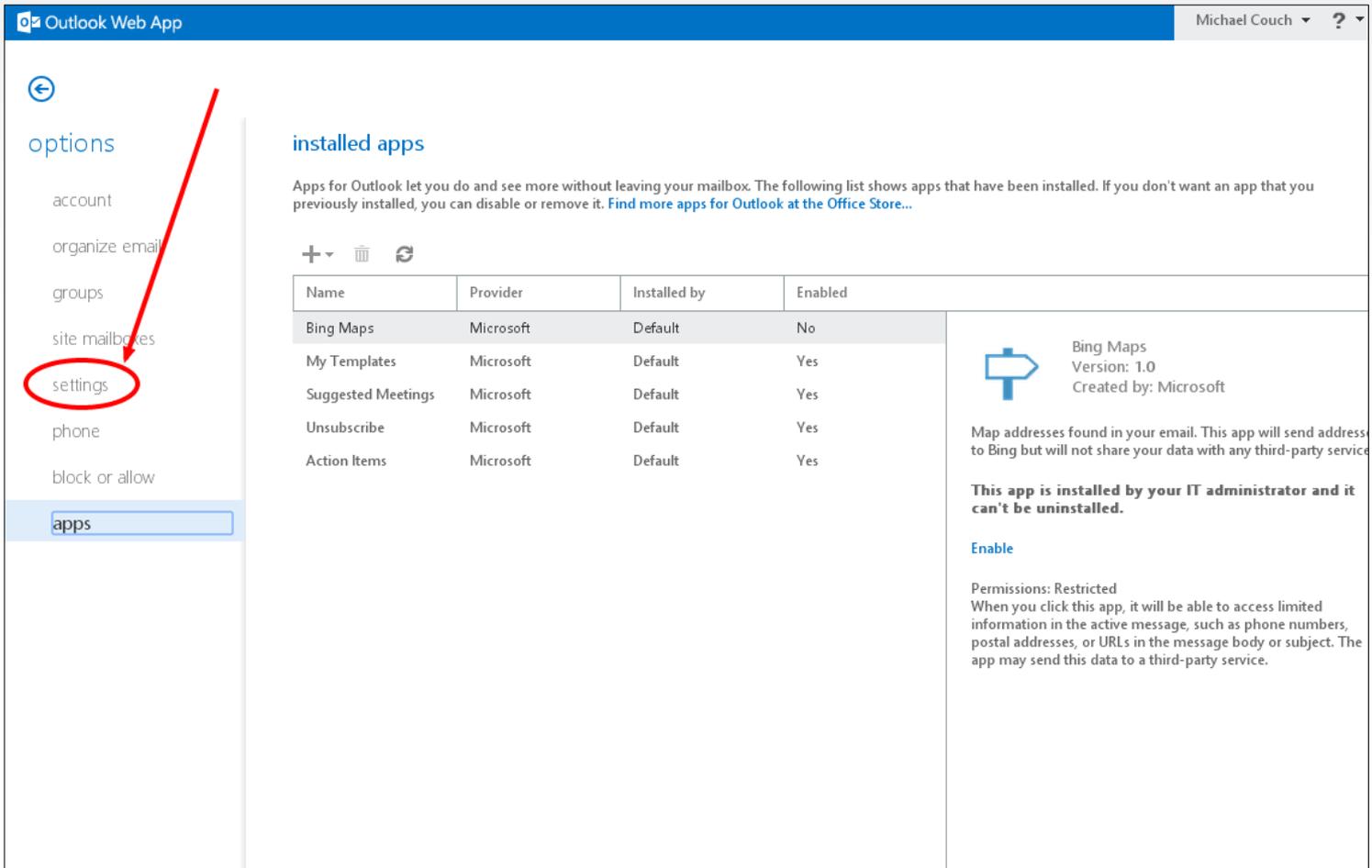


# 3. Click "Manage apps"

The screenshot shows the Outlook Web App interface. On the left is a navigation pane with folders like Favorites, Michael Couch, and various departmental folders. The main area displays a list of emails. The selected email is from Google Alerts, titled "Google Alert - 'northeast georgia health system'", dated Mon 10/12/2015 11:03 AM. A settings menu is open over the email, with the "Manage apps" option circled in red. A red arrow points from this menu item to the "Get more apps" button in the email's content area.



# 4. Click “Settings”



The screenshot shows the Outlook Web App interface. The top navigation bar includes the Outlook logo and the text "Outlook Web App" on the left, and the user's name "Michael Couch" and a help icon on the right. The left sidebar contains a list of settings options: "options", "account", "organize email", "groups", "site mailboxes", "settings" (circled in red with a red arrow pointing to it), "phone", and "block or allow". Below these options is a search box containing the text "apps". The main content area is titled "installed apps" and contains a descriptive paragraph: "Apps for Outlook let you do and see more without leaving your mailbox. The following list shows apps that have been installed. If you don't want an app that you previously installed, you can disable or remove it. [Find more apps for Outlook at the Office Store...](#)". Below this text are three icons: a plus sign, a trash can, and a refresh icon. A table lists the installed apps with columns for Name, Provider, Installed by, and Enabled. The table contains five rows: Bing Maps, My Templates, Suggested Meetings, Unsubscribe, and Action Items. To the right of the table is a detailed view for the "Bing Maps" app, including its icon, name, version (1.0), and creator (Microsoft). Below this information is a warning message: "Map addresses found in your email. This app will send addresses to Bing but will not share your data with any third-party services." A bolded note states: "This app is installed by your IT administrator and it can't be uninstalled." Below the warning is an "Enable" button. At the bottom of the detailed view, it says "Permissions: Restricted" and provides a description of the permissions: "When you click this app, it will be able to access limited information in the active message, such as phone numbers, postal addresses, or URLs in the message body or subject. The app may send this data to a third-party service."

Outlook Web App Michael Couch

options

account

organize email

groups

site mailboxes

settings

phone

block or allow

apps

### installed apps

Apps for Outlook let you do and see more without leaving your mailbox. The following list shows apps that have been installed. If you don't want an app that you previously installed, you can disable or remove it. [Find more apps for Outlook at the Office Store...](#)

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| Name               | Provider  | Installed by | Enabled |
|--------------------|-----------|--------------|---------|
| Bing Maps          | Microsoft | Default      | No      |
| My Templates       | Microsoft | Default      | Yes     |
| Suggested Meetings | Microsoft | Default      | Yes     |
| Unsubscribe        | Microsoft | Default      | Yes     |
| Action Items       | Microsoft | Default      | Yes     |

 Bing Maps  
Version: 1.0  
Created by: Microsoft

Map addresses found in your email. This app will send addresses to Bing but will not share your data with any third-party services.

**This app is installed by your IT administrator and it can't be uninstalled.**

[Enable](#)

Permissions: Restricted  
When you click this app, it will be able to access limited information in the active message, such as phone numbers, postal addresses, or URLs in the message body or subject. The app may send this data to a third-party service.



# 5. This is Your Email Signature Box

The screenshot shows the Outlook Web App interface. The top navigation bar includes "Outlook Web App" and the user name "Michael Couch". The left sidebar lists various settings categories: "options", "account", "organize email", "groups", "site mailboxes", "settings" (highlighted), "phone", "block or allow", and "apps". The main content area is titled "mail" and contains sub-sections for "calendar", "regional", and "password". The "email signature" section is circled in red and includes a rich text editor with a "Calibri" font and size "12" selected. Below the editor is a checked checkbox: "Automatically include my signature on messages I send". The "message format" section has two unchecked checkboxes: "Always show Bcc" and "Always show From". A dropdown menu for "Compose messages in this format:" is set to "HTML". A "Message font:" label is present above a blue "save" button. To the right, the "read receipts" section offers three radio button options: "Ask me before sending a response" (selected), "Always send a response", and "Never send a response". The "reading pane" section includes a "When writing email messages:" section with two radio button options: "Type in the reading pane" (selected) and "Type in a new window". Below this is a "Choose when items should be marked as read." section with two radio button options: "Mark the item displayed in the reading pane as read" (selected) and "Mark the item as read when the selection changes". A "Wait 5 seconds before marking the item as read" input field is visible between the two options.

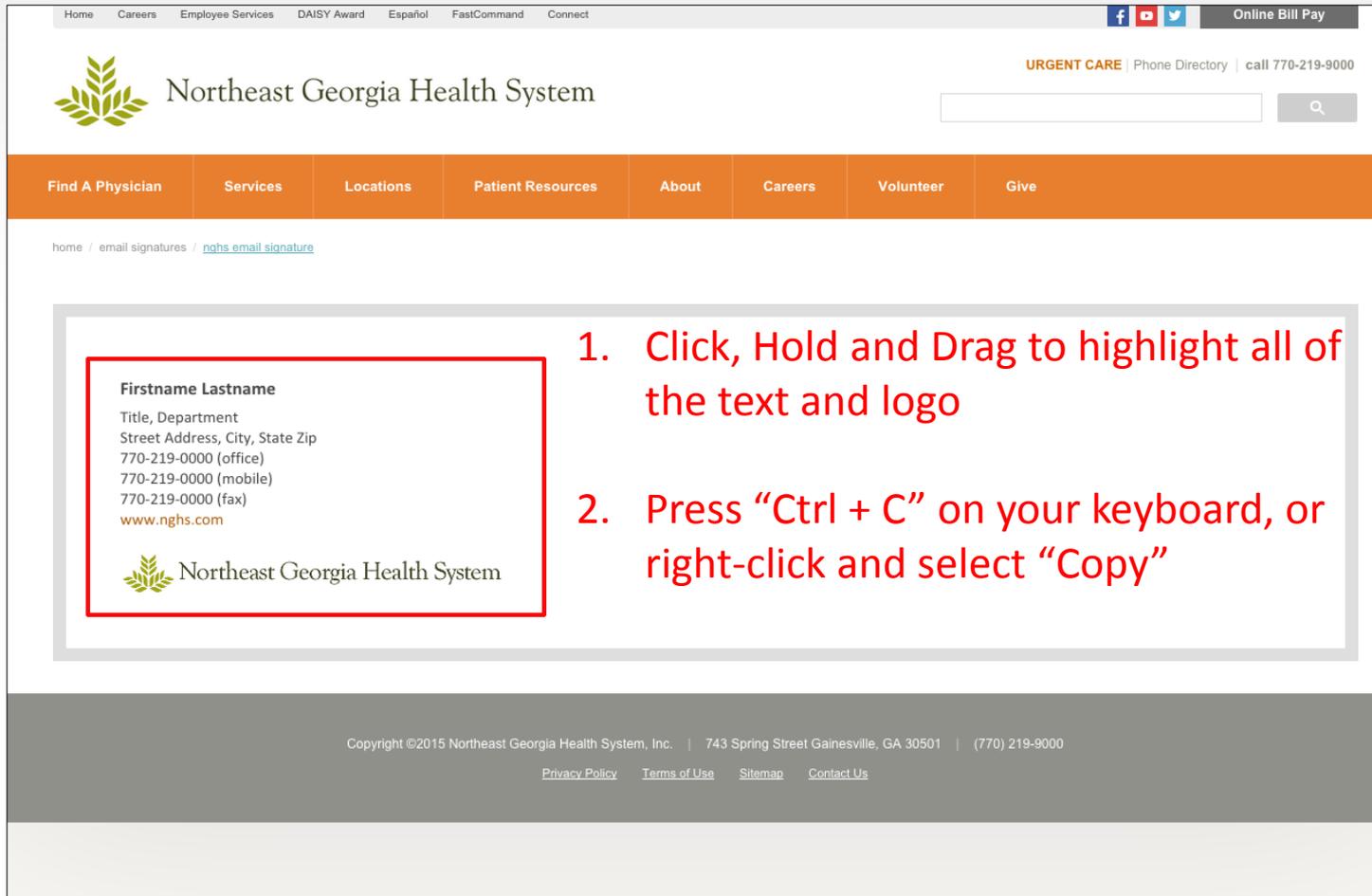


## 6. Find Your Email Signature on the link below and select from the available templates

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



# 7. Copy Your Email Signature Template



Home Careers Employee Services DAISY Award Español FastCommand Connect    Online Bill Pay

 Northeast Georgia Health System **URGENT CARE** | Phone Directory | call 770-219-9000

Find A Physician Services Locations Patient Resources About Careers Volunteer Give

home / email signatures / [nghs email signature](#)

**Firstname Lastname**  
Title, Department  
Street Address, City, State Zip  
770-219-0000 (office)  
770-219-0000 (mobile)  
770-219-0000 (fax)  
[www.nghs.com](http://www.nghs.com)

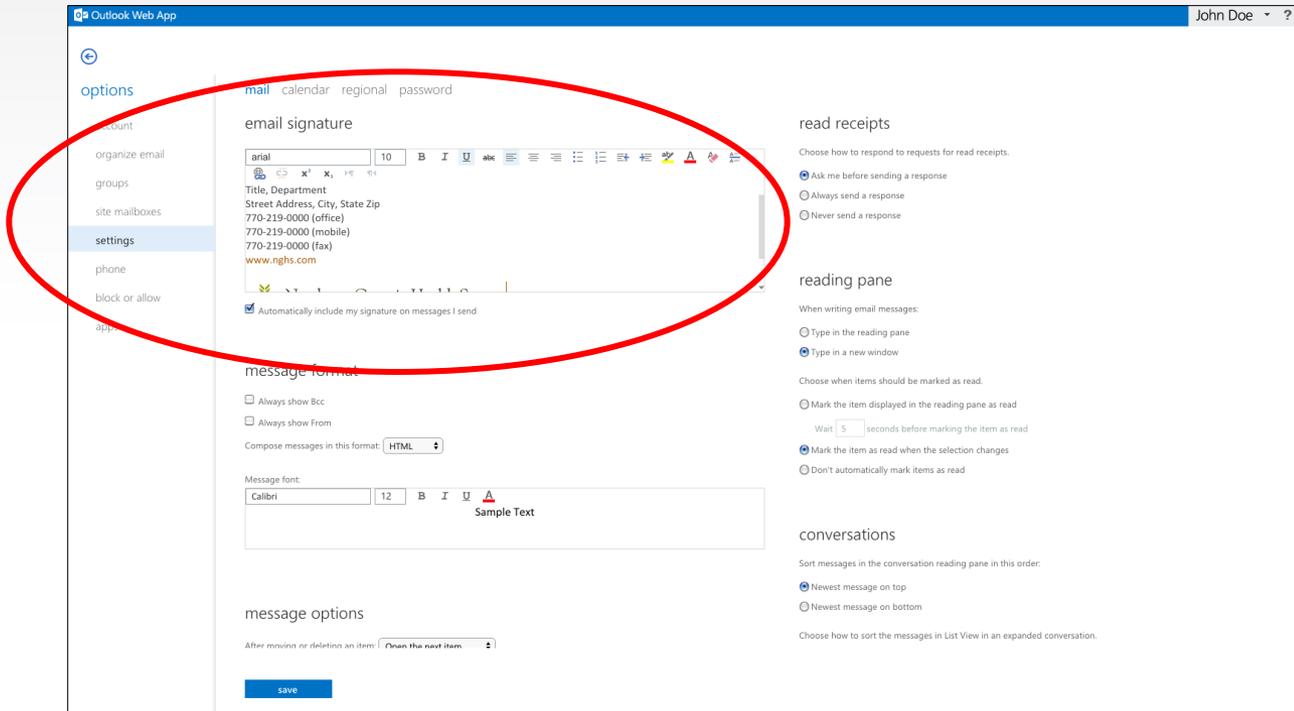
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1. Click, Hold and Drag to highlight all of the text and logo
2. Press “Ctrl + C” on your keyboard, or right-click and select “Copy”

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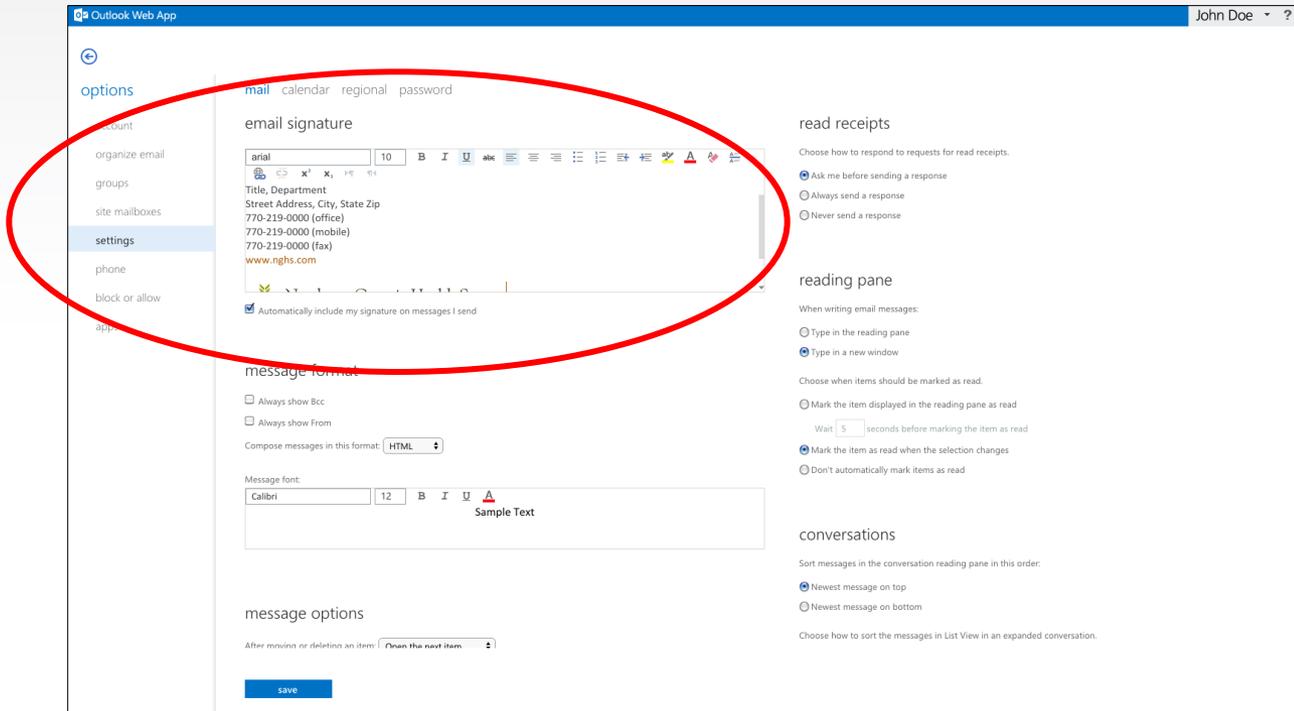
# 8. Paste Your Email Signature Template



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



# 9. Customize Your Email Signature



- 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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