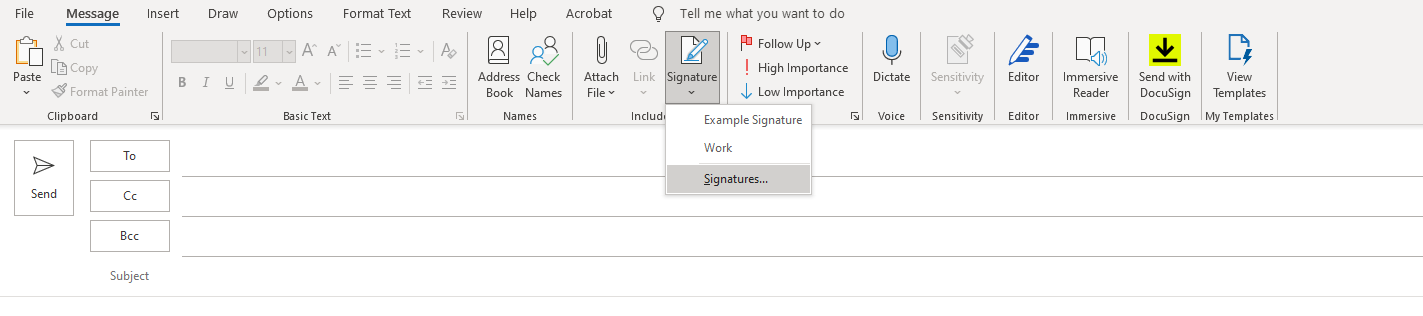
EPI Email Signature Guide

1. Open Outlook.
2. Begin crafting a new email.
3. Select the signature icon in the top menu. Select “signatures.”



1. Select “new” to create your new EPI signature. A new analog box will appear. Give your new signature a name and select “OK.”

Graphical user interface, application

Description automatically generated

1. Copy and paste the following signature template into the design box (example of how it should look can be viewed in step 4).

|  |  |
| --- | --- |
| A picture containing text, lamp  Description automatically generated | **Full Name**  Job Title  Emerging Pathogens Institute  University of Florida  [Email](mailto:a.sauvagere@ufl.edu)  Phone Number |

1. Change the fields to your information. Be sure not to change the font, font size or font color.
2. Once done select “save.”