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| **Welcome to Palmer Home,**  We are so glad you are here!  Promoting a consistent brand for our organization is an important aspect of professionalism. This includes ensuring all employees throughout Palmer Home have the same email signature that coincides with our Brand Standards.  Please follow the steps below to change your email signature in your desktop and mobile-phone applications.  **Outlook Desktop Application** Log into your Outlook Desktop Application. 1. Open a New Email. 2. Select Signature > Edit Signatures. 3. Create a new signature, by selecting the "+".  4. Copy and paste the signature below and insert into the Signature window on your laptop.  FIRST AND LAST NAME  TITLE  PHONE NUMBER (Cell or Office)  [WWW.PALMERHOME.ORG](http://WWW.PALMERHOME.ORG)  A close up of a logo  Description automatically generated    CONFIDENTIALITY STATEMENT:  This email communication is from Palmer Home for Children, and is confidential, privileged and intended only for the use of the recipient named above. If you have received this message in error, please notify the sender immediately.  5. Select the "Save" icon and close the window.  6. Select the signature you have just created to show for "New messages" only and close the window.  **Outlook Mobile Application** Please follow the steps below to learn how to change your mobile email signature. Open the Outlook Mobile App and log into your account.  1. Click on your photo in the upper left-hand corner. 2. Select the Settings Gear icon. 3. Select Signature. 4. Turn on your "Caps Lock".  5. Type your full name. 6. "Enter" to a new line and type your official job title. 7. "Enter" to a new line, and type your primary contact phone number, either office phone number with extension number or cell phone number. (Example: 662.328.5704)   8. "Enter" to a new line, and type WWW.PALMERHOME.ORG. 9. Exit the Signature window. |

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