Formatting instructions for email signature

Email signature (instructions for PC, see Mac instructions below)

Please update your email signature to display the athenahealth name for both internal and external messages.

1. In Outlook, go to File, Options, Mail, Signatures

2. Under Select signature to edit, choose the signature to update

3. Under Edit signature, compose your signature using the formatting instructions below or by copying and pasting the template below:

**Proper formatting:**

**First and last name | PT Serif 11 pt font, bold | RGB 78 45 130**

Title | Source Sans Pro 10 pt font | black

If you choose to add pronouns to your signature, please use the following formatting:

(pronoun/pronoun/pronoun)

athenahealth logo

Location | Source Sans Pro 10 pt font | black

* Employees that work in one of our offices should use their office address
* Remote employees can choose to use the office they visit most frequently, their Sales region or omit their address from their signature altogether

athenahealth.com | Source Sans Pro 10 pt font | black

**Copy and paste template and add into the textbox.**

**First Last**

Title

(she/her/hers)

A picture containing logo

Description automatically generated

[athenahealth.com](https://www.athenahealth.com/)

4. Under Choose default signature, set the following options for your signature:

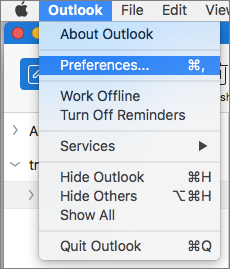
* In the E-mail account drop-down box, choose an email account to associate with the signature. To add your signature to all new messages by default, in the New messages drop-down box, select one of your signatures.
* If you want your signature to appear in the messages you reply to and forward, in the Replies/forwards drop-down, select one of your signatures. Otherwise, accept the default option of (none).

5. Choose OK to save your new signature and return to your message.

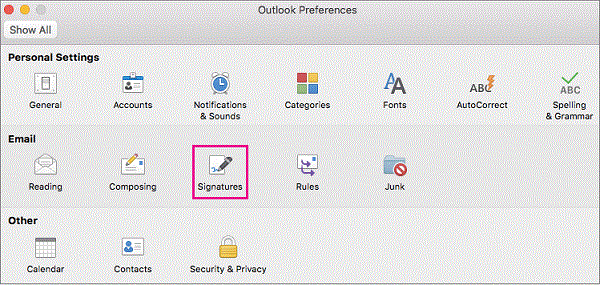
**Create and insert a signature in Outlook for Mac**

**Create an email signature**

1. On the **Outlook** menu, select **Preferences**.



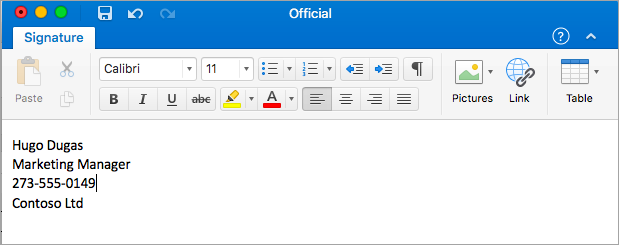
1. Under **Email**, select **Signatures**.



1. Double-click **Untitled**, and then type a name for the signature you created.

or

1. Select  Add to add a new signature.



**In the Signature editor**, type the text that you want to include in your signature. You can copy and paste from here:

**First Last**

Title

(she/her/hers) (he/him/his) (they/them/theirs)

A picture containing logo

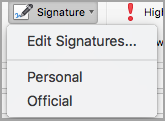
Description automatically generated

[athenahealth.com](https://www.athenahealth.com/)

1. After you are done creating your signature, close the editor window.
2. Close the **Signatures** window.

**Add a signature to an email or calendar invite**

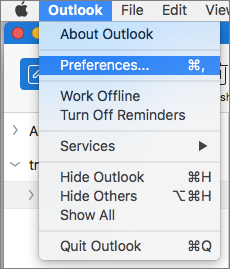
1. Click in the body of your message.
2. On the **Message** tab, select **Signature**, and then choose a signature from the list.



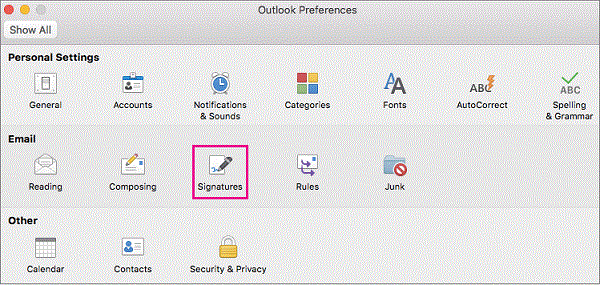
**Add a signature automatically to all messages**

You can set a default signature for each of your mail accounts.

1. On the **Outlook** menu, select **Preferences**.

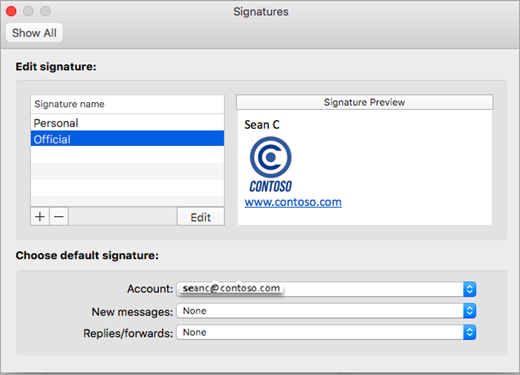


1. Under **E-mail**, select **Signatures**.



1. Under **Choose default signature**, select the account for which you'll set a default signature.

If you have multiple accounts, you must set the default signature separately for each account.



1. If you want to add a signature to all new messages, set the **New messages** option accordingly.
2. If you want to add a signature to all messages you reply to or forward, set the **Replies/forwards**option accordingly.
3. Close the **Signatures** window.