**May is Mental Health Awareness Month   
Email Signature Instructions:**

Hover over the name in the signature, then right click on the cross icon like the example below.

Select copy, and then paste into the edit signature box in you outlook options.

[Video tutorial](https://www.youtube.com/watch?v=cnUKONq_WoI)



**Signature to copy:**

|  |  |
| --- | --- |
|  | Name  Job Title  123 Street., Suite 123, City, State Zip  Office: xxx.xxx.xxxx Mobile: xxx.xxx.xxxx  Company/Organization Website |