**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:**

|  |  |
| --- | --- |
|  | NameJob Title123 Street., Suite 123, City, State ZipOffice: xxx.xxx.xxxx Mobile: xxx.xxx.xxxxCompany/Organization Website |