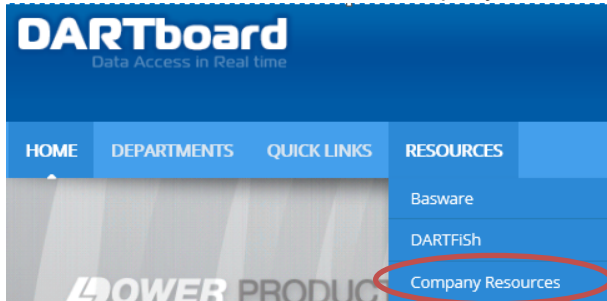


## Standard Work Form: How to Update your Outlook signature

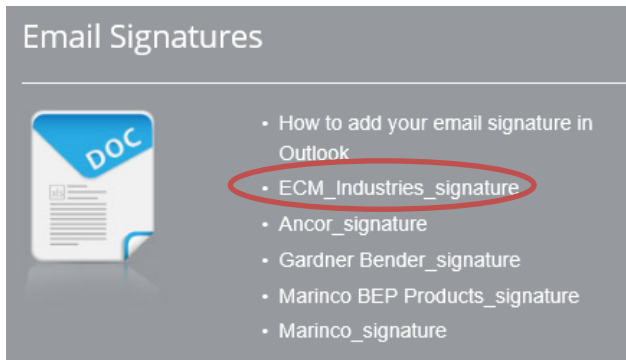
Start: Get Email Signature Lockup

Go to Dartboard > Resources > Company Resources

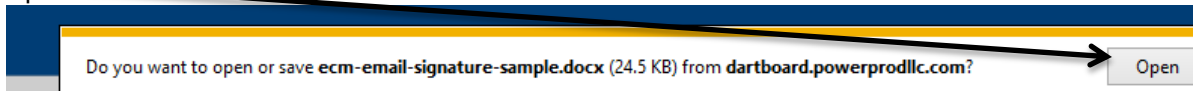


Scroll down to Email Signatures > ECM\_Industries\_Signature

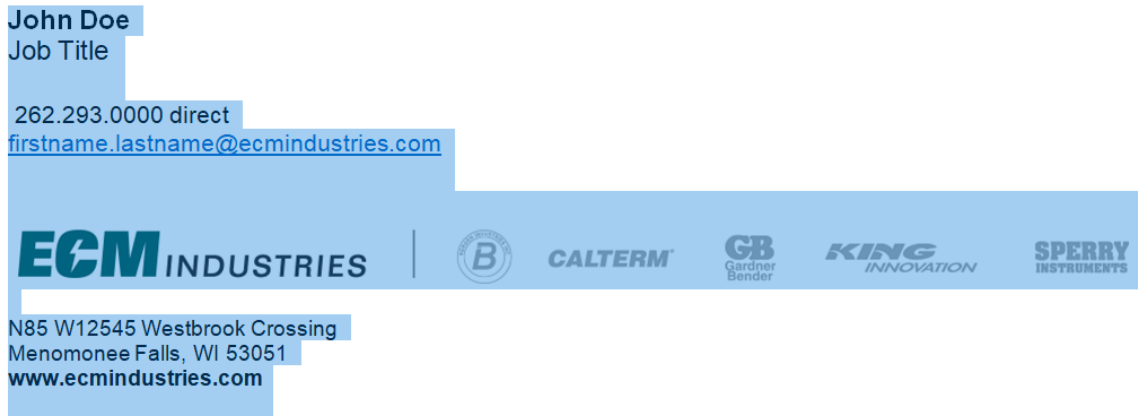
Click on the link



Open



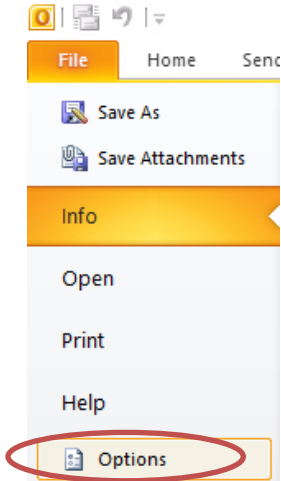
Highlight entire Signature Lockup > then Ctrl C to copy



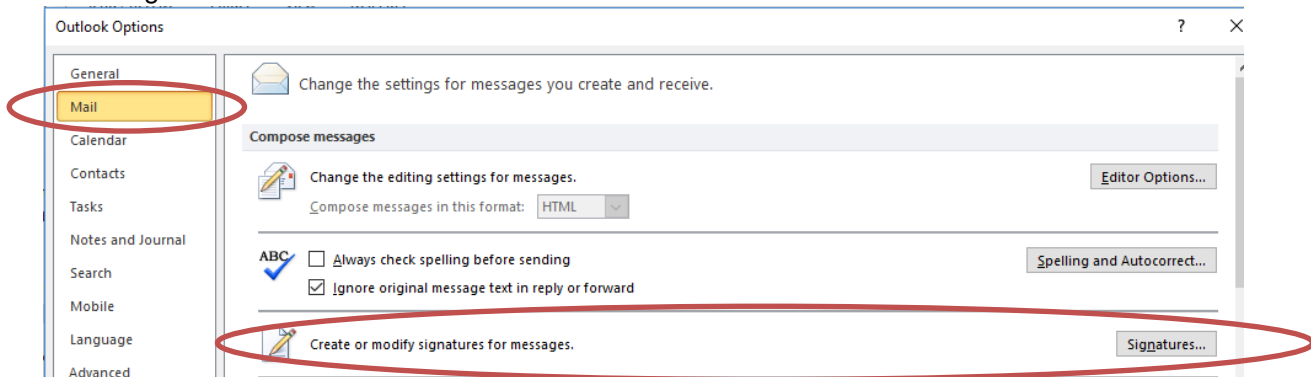
Standard Work:

Go to Outlook (Email)

File > Options

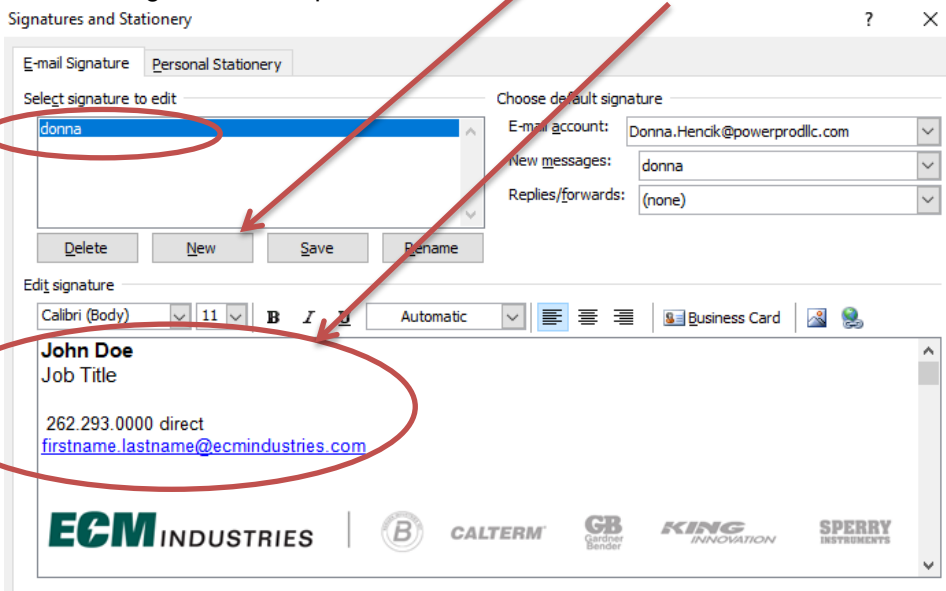


Mail > Signatures



Click on the your existing Signature OR create New Signature

Paste the Signature Lockup in the box below and edit Name, Job Title, Phone # and Email address > OK



Standard Work: