How to Update Your Email Signature with the New Brand Logo and Tagline

First, if you haven't formatted your email signature before, this is a good place to start: <u>https://brand.uga.edu/email-signature-builder/</u>

This guide will show you where to copy and paste your new signature, or add the College's new logo with tagline (as seen above).

Step 1: Download the CPH logo with our tagline, found at the bottom of this page: <u>https://publichealth.uga.edu/news-events/visual-identity-logos-and-templates/</u>



Step 2: Open Outlook, either in your web browser or desktop app.





Step 3: Under Outlook, find and select Preferences.

Step 4: On the second row of the Preferences table, find and click on Signatures.





Step 5: Choose your primary email signature and select "Edit."

Step 6: If applicable, first paste your newly created brand signature. Select the UGA logo in your signature and hit delete. Your cursor should be blinking where the logo was placed.



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Step 7: Now, select Pictures from the header menu, and choose a photo from a file.

Step 8: Select the CPH logo with tagline from your files. The logo should insert where you deleted the UGA logo, below your contact information.

Step 9: Resize the image file to 400px wide.

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Step 10: Select the "Save" icon at the top of the blue box.

You're done!