
CWA MOBILIZATION 2022 – E-Mail Template and Logo



John Smith

Network Technical Specialist
AT&T

123 CWA Way
Washington DC 12345

abc123@ATT.COM

Office: 123-456-7890

Cell: 987-654-3210

CWA Local 12345

CWA MOBILIZATION 2022 – Email signature - short form instructions

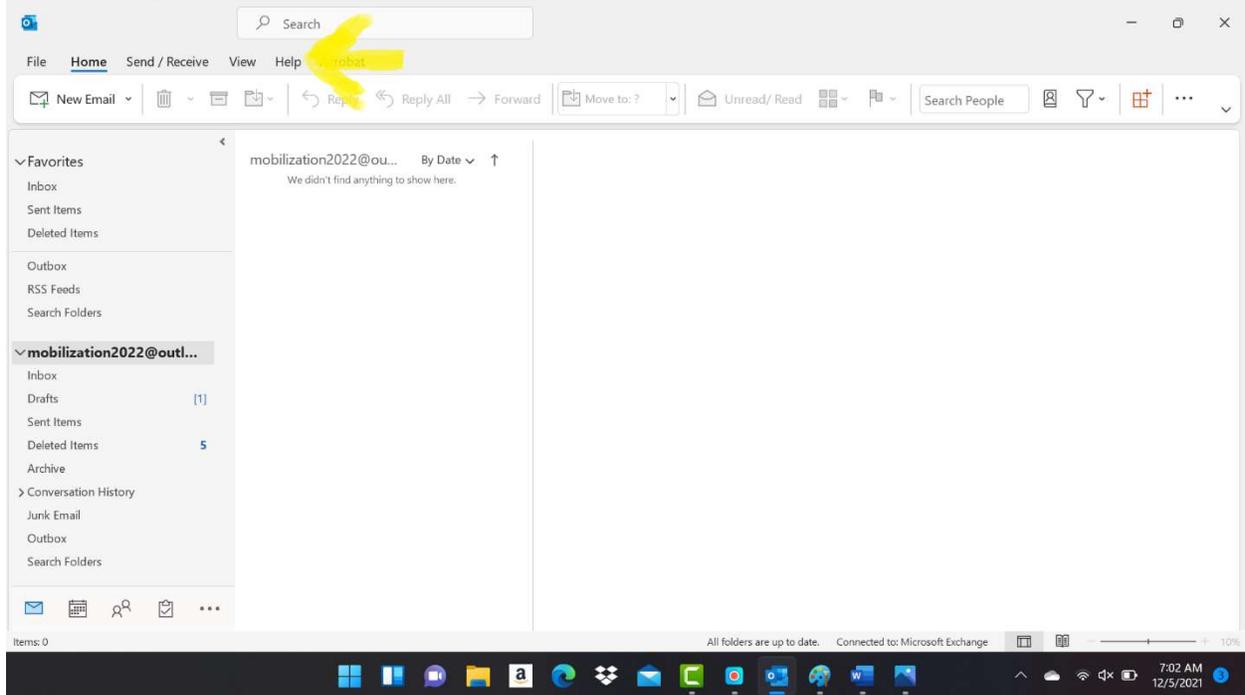
Create an email signature

1. Select **New Email**.
2. Select **Signature > Signatures**.
3. Select **New**, type a name for the signature, and select **OK**.
4. Under **Edit signature**, type your signature and format it the way you like.
5. Select **OK** and close the email.
6. Select **New Email** to see the signature you created

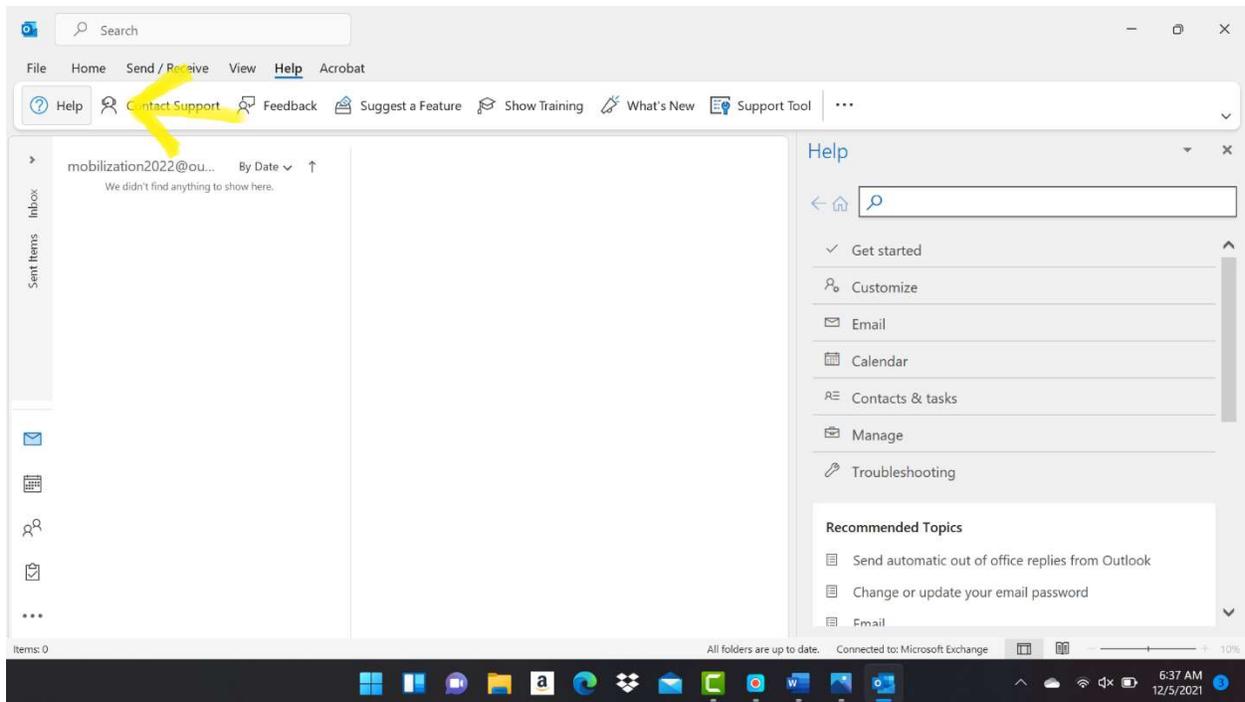
CWA MOBILIZATION 2022 – Email signature - long form instructions

From your Outlook Home page

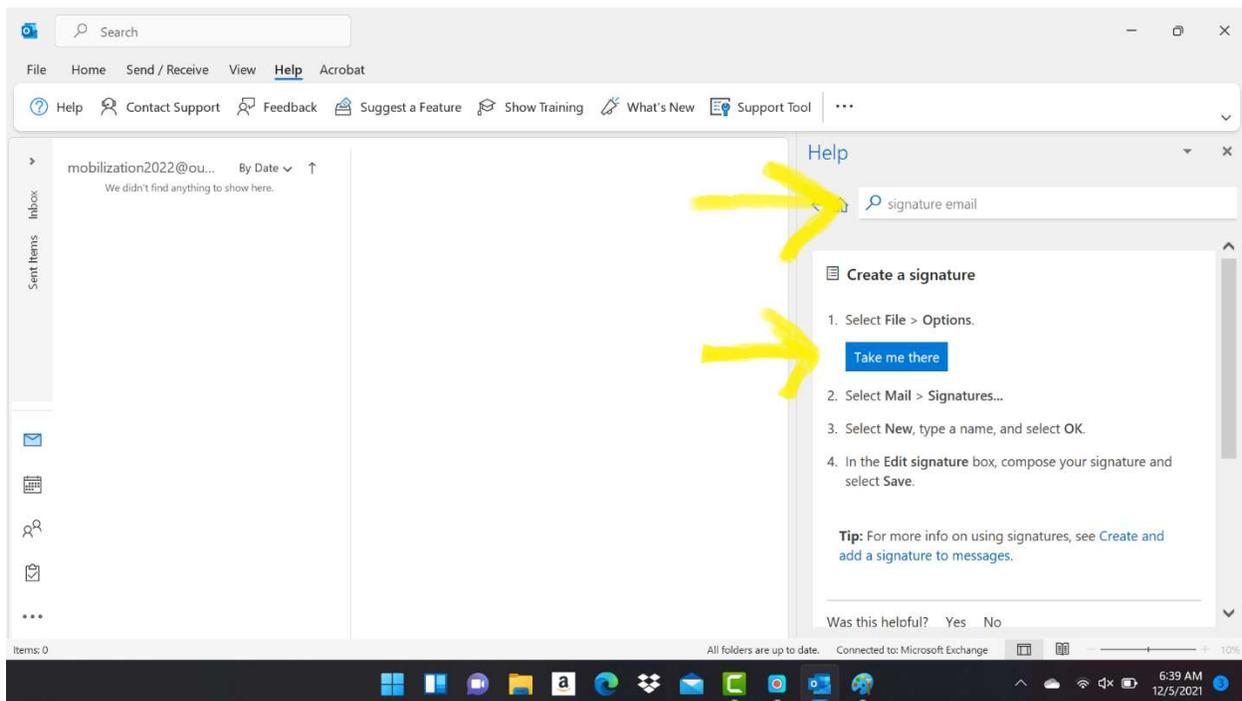
Click the Help button



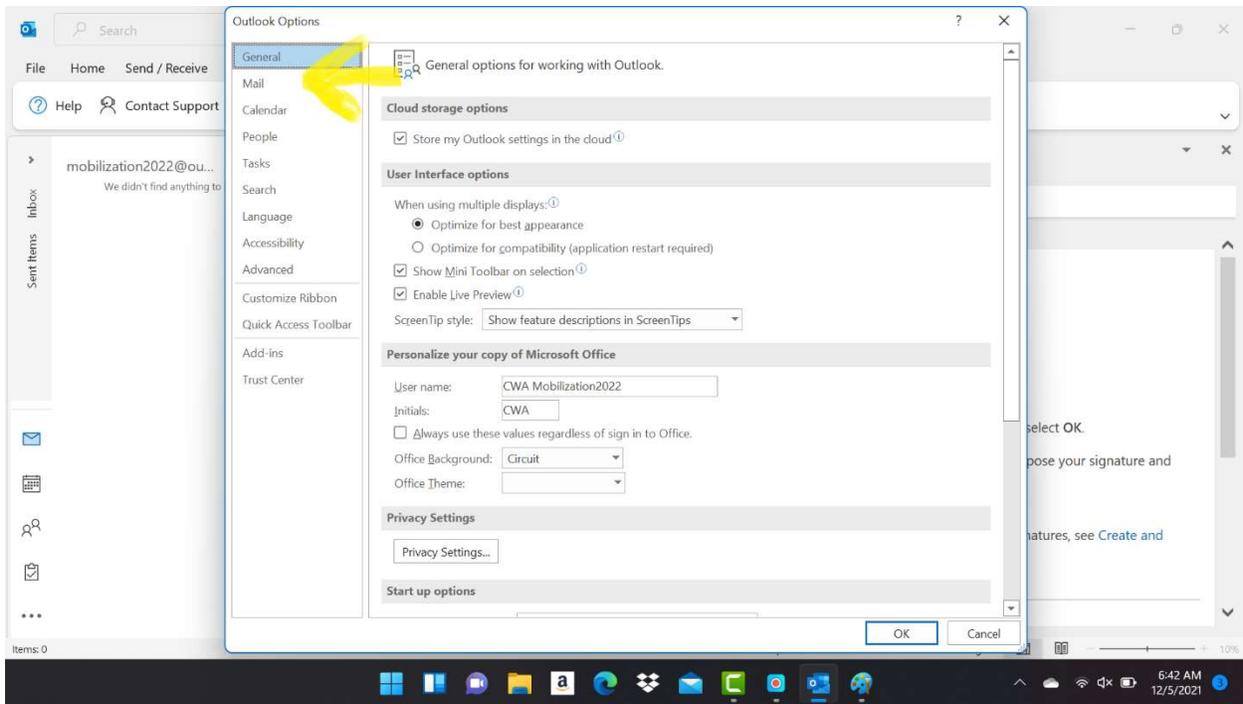
This will take you to a second help button
Click Help again



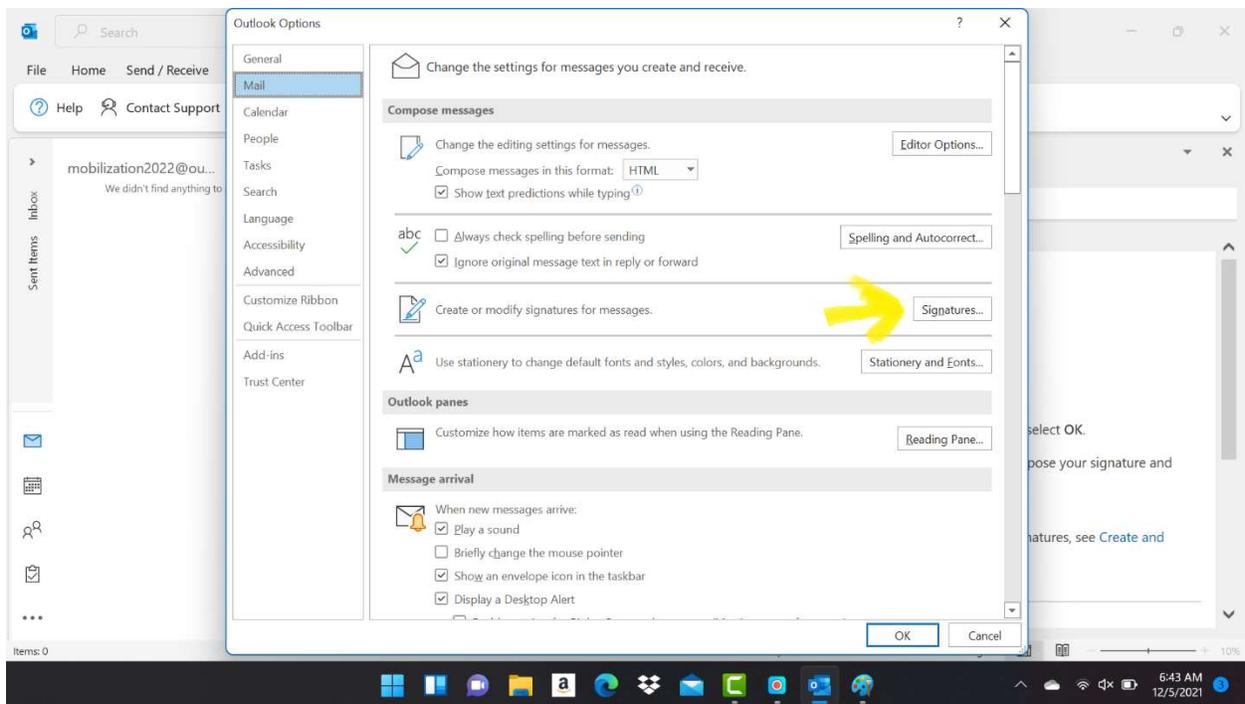
On the right-hand side of the screen a search box will open
You can type in signature email and instructions will pop up for adding a signature to your email



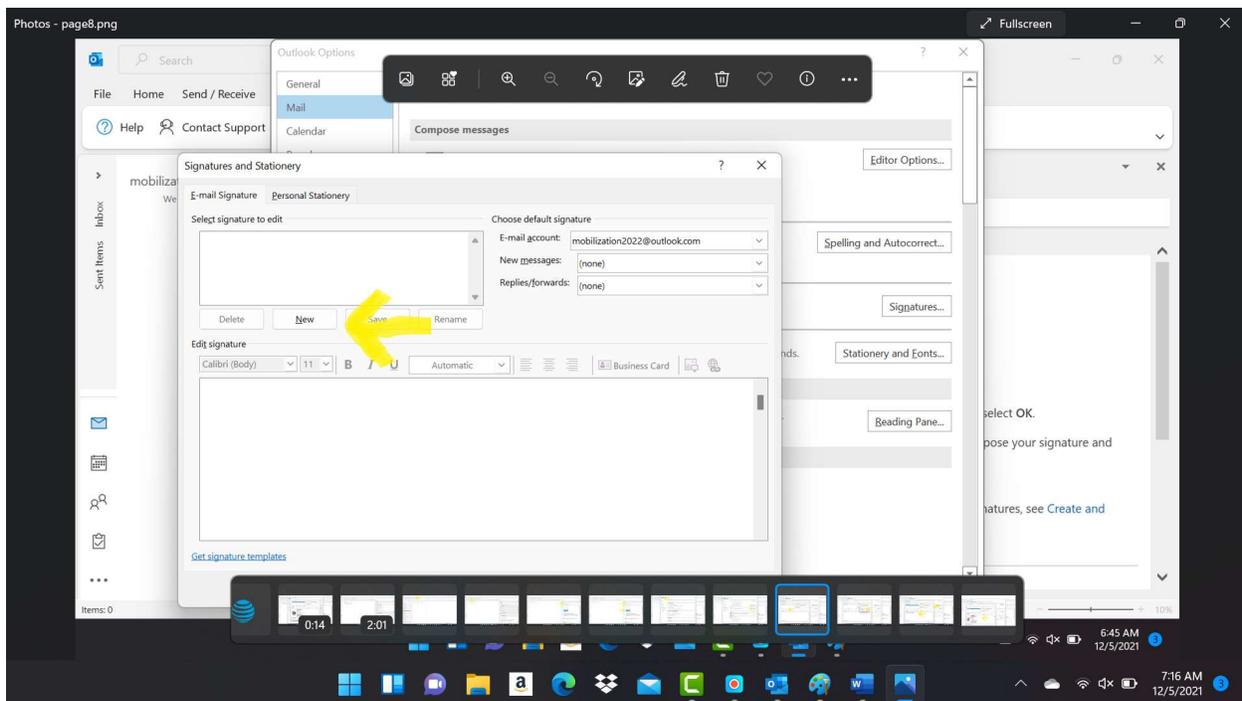
After either using the select file option or take me there button a new window will open.
Now click the mail button



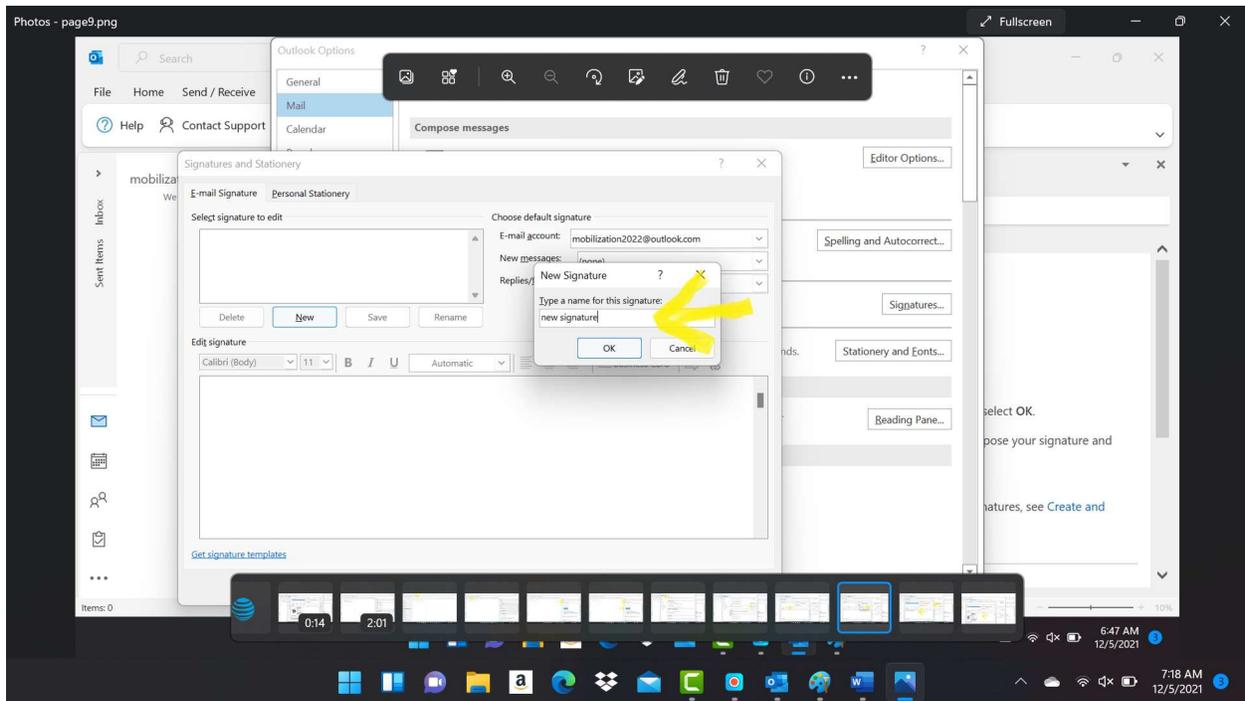
Then click the signatures button



Again, another window will pop up and this is where we will enter our new signature. Click New



Another window will pop up and this is where we name our new signature
After you name it press ok to close



Now in the edit signature box

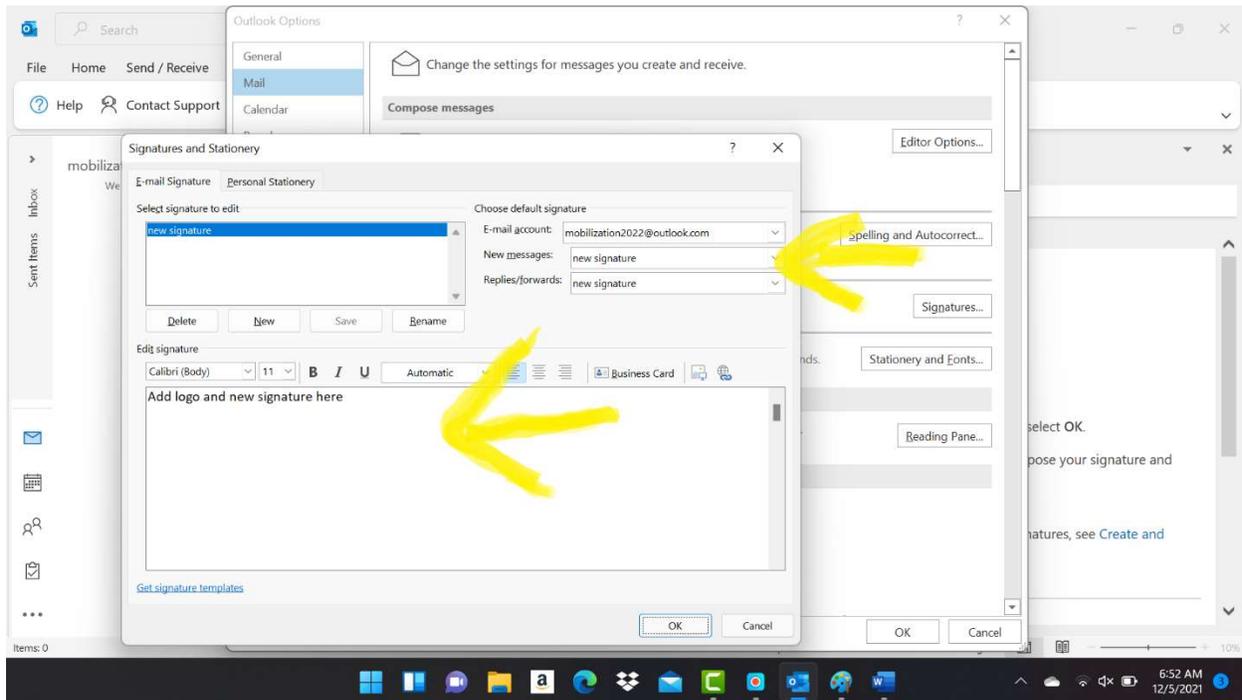
Copy and paste one of our template signatures adding your own contact information or add your own signature

But please use one of our logos from above

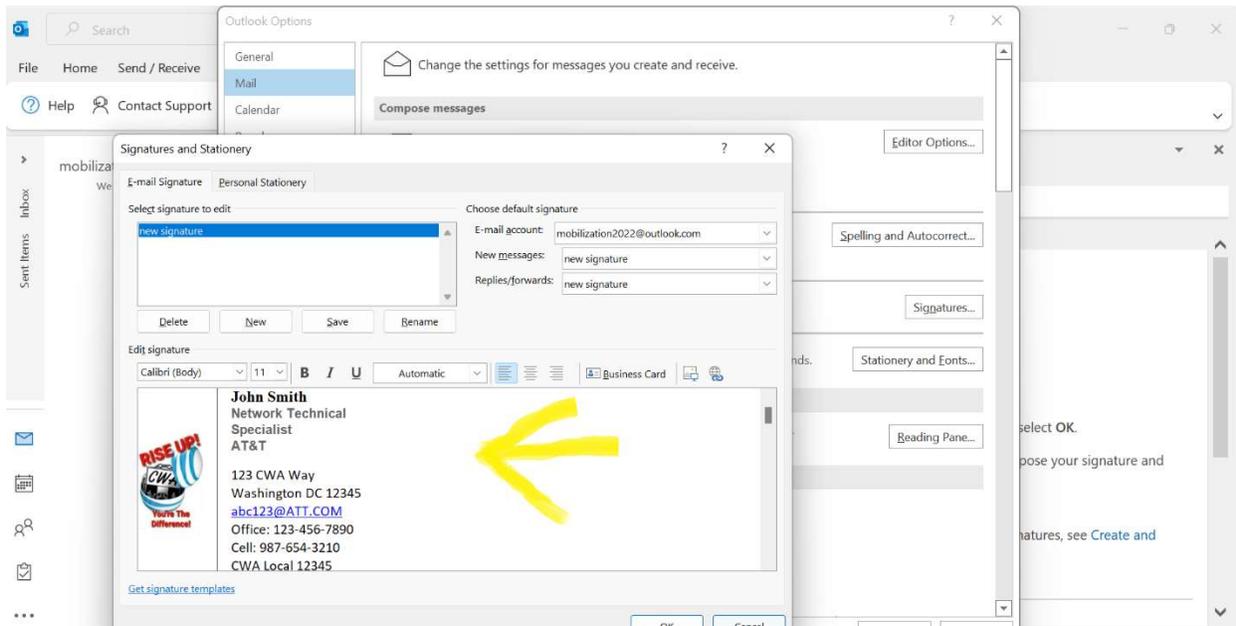
After your signature is added

Click the drop-down menu to add you signature to your emails

And click OK

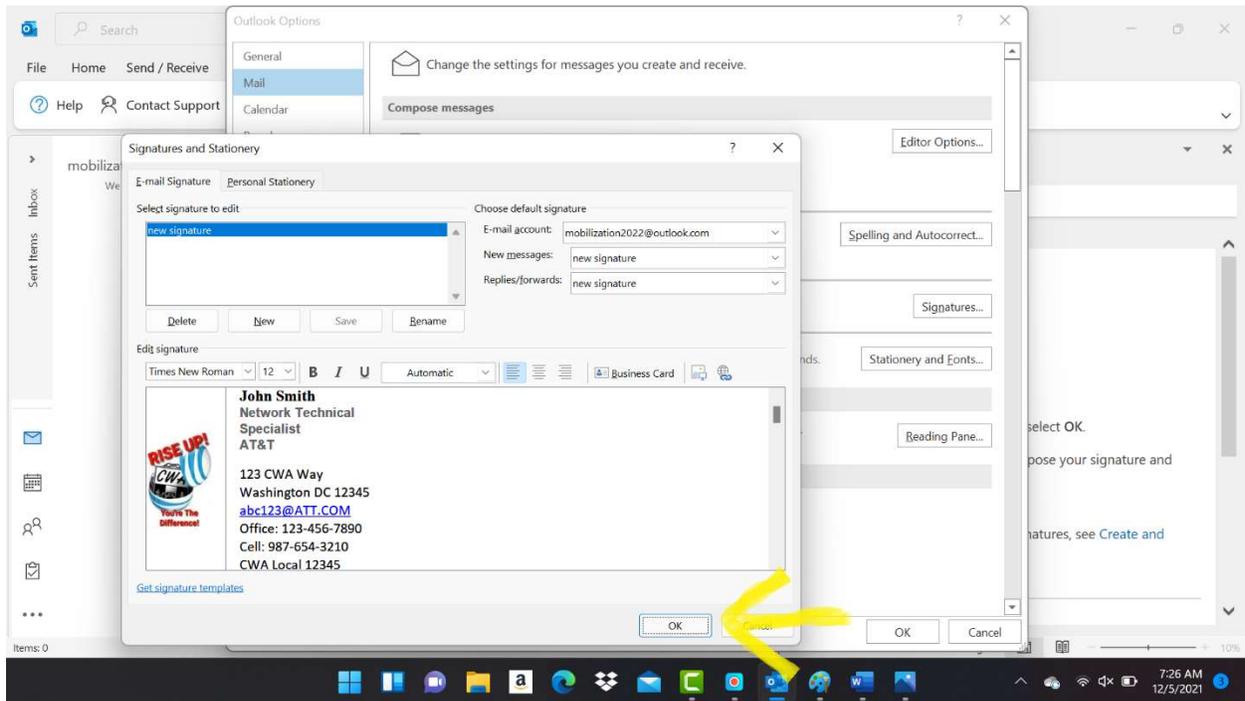


After you have added your signature and logo it should look like this



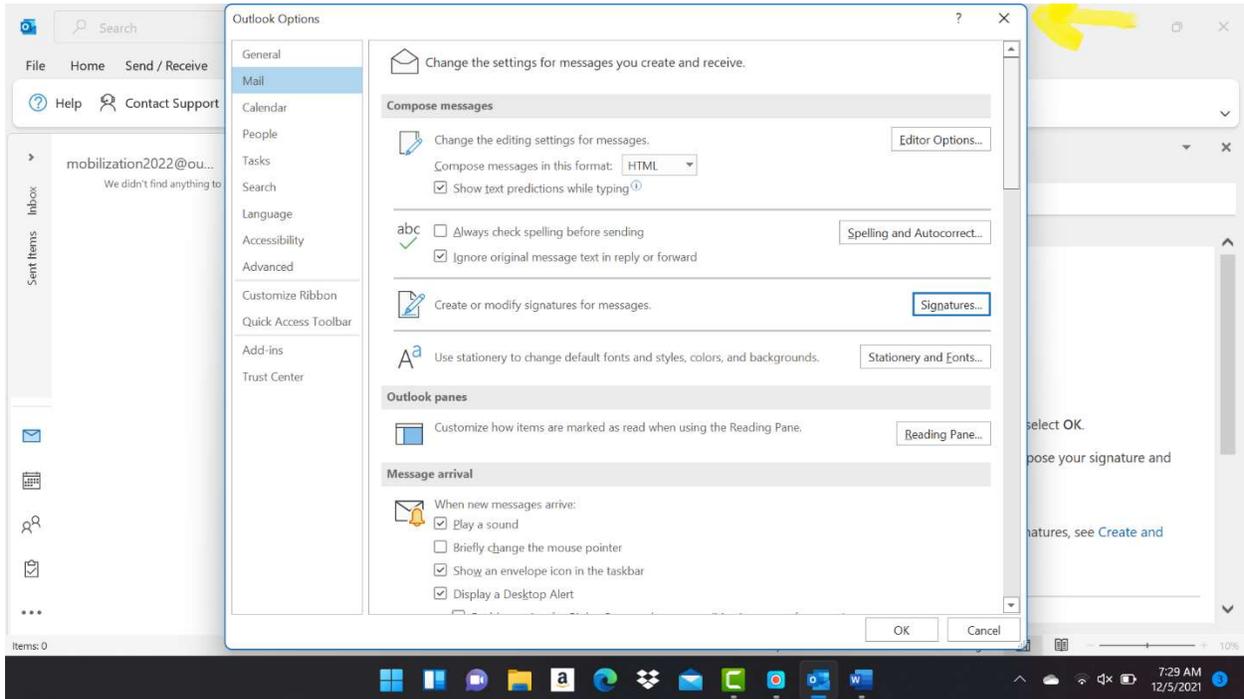
Looks good to me

Now we will click OK

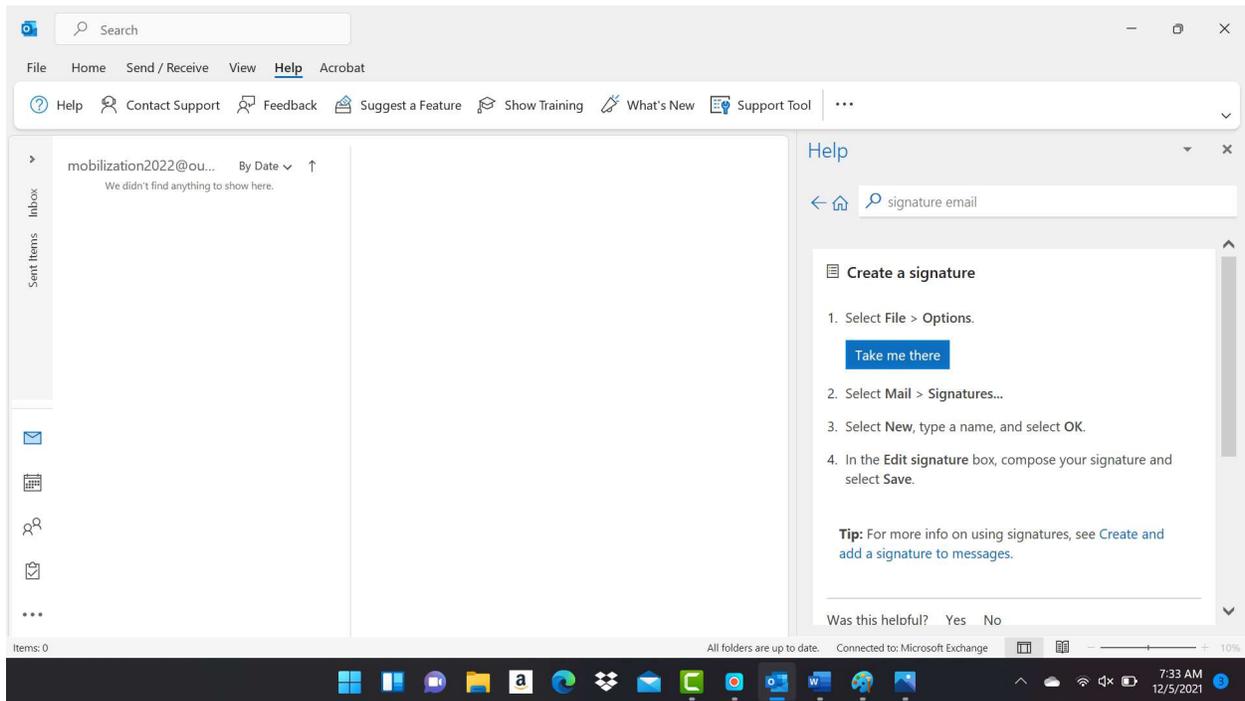


That window will close

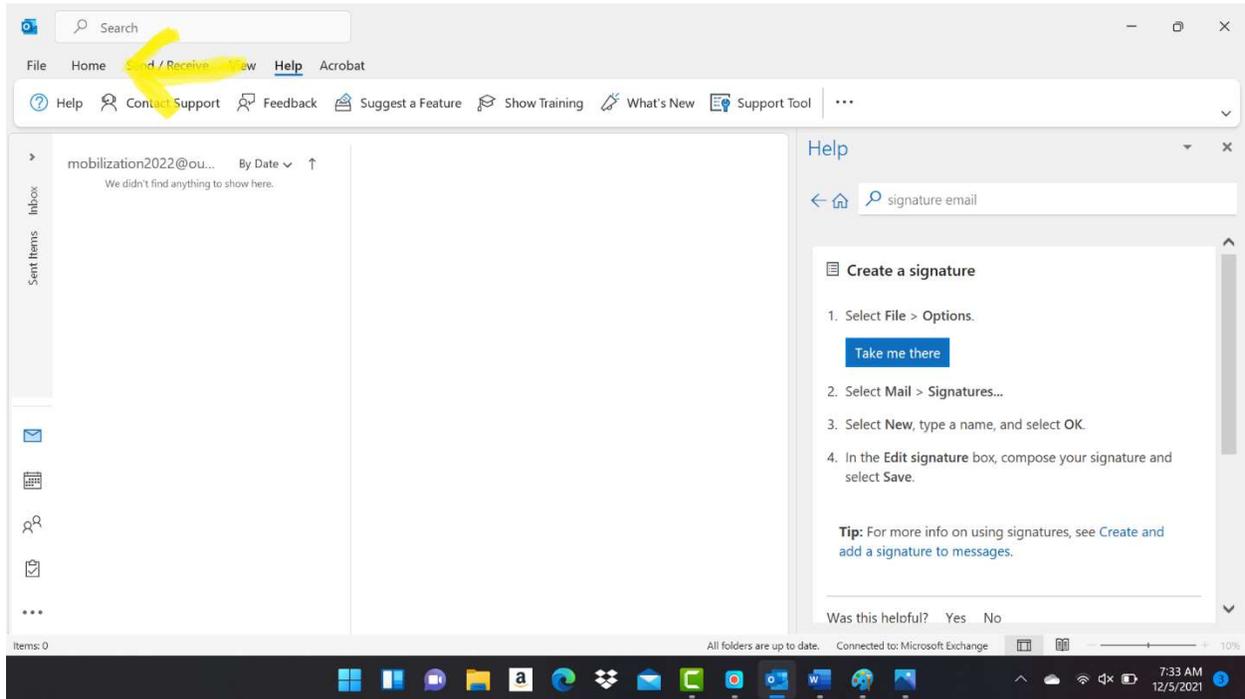
Now you can X out of this window



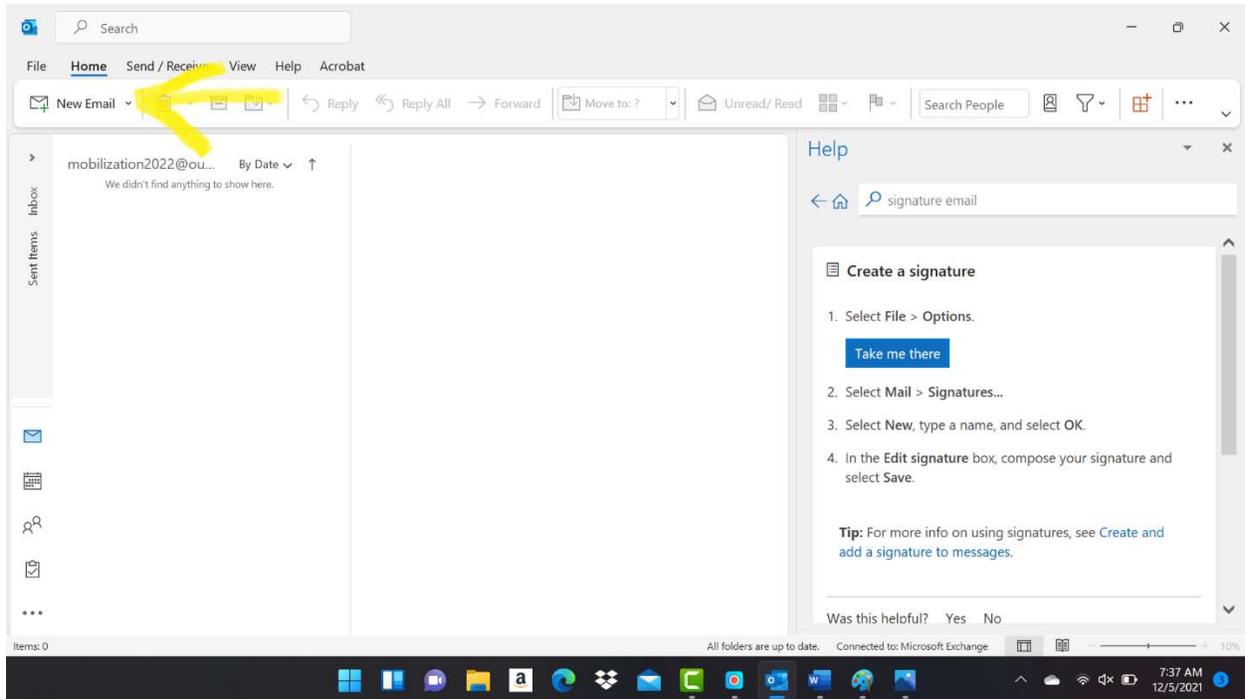
You should now be at your main outlook page



Here you will click the Home button



Now its time to see if our signature was added
Click the New Email button



And with any luck we did it and your signature will automatically appear

