**FSR SIGNATURE TEMPLATE (Create. Copy. Paste.)**

**Use the template and instructions below to create, copy, and paste your email signature into your FSR Outlook account.**

**Name, Credentials** [pronouns](https://pronouns.org/)

**Position title**

*Family Service Rochester*

*4600 18th Ave NW or 1625 Hwy 14 East*

*Rochester, MN  55901 or Rochester, MN  55904*

*507-287-2010 [or the phone number to be used to call you]*

[www.familyservicerochester.org](http://www.familyservicerochester.org)



 

*An Equal Opportunity Employer*

**To use this signature template:**

Download this Word document from the FSR website.

1. **Insert your information into the template by:**
	1. Using your cursor, highlight “Name”.
		1. Type your name.
	2. Using your cursor, highlight “Credentials”.
		1. Type your credentials OR *if you are not including credentials hit Delete*
	3. To include your pronouns.
		1. Using your cursor, highlight “pronouns”.
		2. Type your pronouns OR *if you are not including pronouns hit Delete*.
		3. If you lose the hyperlink to the Pronouns Matter page, you can restore the link by using your cursor to highlight your pronouns, right click, elect hyperlink, then copy and paste <https://pronouns.org/> into the address.
	4. Using your cursor, highlight “Position title”.
		1. Type your position title.
	5. Using your cursor, select the street address you will NOT use and delete it. Or enter the work address you wish to use.
	6. Add the phone number you will use.
2. **Template hyperlinks (NOTE: hyperlinks will work in Outlook)**
	1. FSR logo is hyperlinked to the FSR web page. Do not delete
	2. Except for Linked In, the social media icons are linked to FSR pages on these sites. Do not delete.
	3. If you want to include a link to your Linked In page: right click the Link In icon. Select hyperlink. Enter your Link In page URL in address.
	4. If you do not want to include a Link In page link, select and then delete the icon.
3. **To include your signature in your FSR Outlook email:**
	1. Open your Outlook email account.
		1. Select “New Mail”.
	2. In the message window, select the “Signature” drop down menu.
		1. Select “Signatures”.
	3. In the “Signatures and Stationery” window.
		1. Select “new”.
		2. Name the new signature.
	4. Return to the FSR Signature Word document.
		1. Using your cursor, select the completed signature including the hyperlinked FSR logo and social media icons.
	5. Copy the selected content to your clipboard.
	6. Return to the Outlook Signature and Stationery new signature window,
		1. Paste the copied content into the new signature window. Hit Save.
	7. In the new message window,
		1. “Choose default signature / New messages and/or Replies and/or Forwards)”.
		2. Select the new signature you created.
		3. Hit “Save”.
4. **This signature will now be the signature that appears in your FSR Outlook account email messages.**