
BRANDED EMAIL SIGNATURE INSTRUCTIONS

EMAIL SIGNATURE GENERATOR LINKS

- **Infinity Rehab logo only:** <https://signaturehound.com/signature/13bhqrmliimag7qb>
- **Infinity Rehab logo + profile photo:** <https://signaturehound.com/signature/1jryymli0ovegr>
- **Infinity Rehab logo + mission graphic:** <https://signaturehound.com/signature/z5fmlicbpa9t>
- **Infinity Rehab logo + DEIB logo:** <https://signaturehound.com/signature/z5fmlicc0qyv>
- **Reach logo only:** <https://signaturehound.com/signature/z5fmlicc9zt4>
- **Reach logo + profile photo:** <https://signaturehound.com/signature/z5fmlicbc7m8>
- **Therapy Solutions logo only:** <https://signaturehound.com/signature/51yjmliw5d4qw>
- **Therapy Solutions logo + profile photo:** <https://signaturehound.com/signature/51yjmliw5pd1z>

EMAIL SIGNATURE INSTRUCTIONS

1. Edit your name and credentials
2. Enter additional information: job title, building if applicable (in the department field), email address, and phone numbers
3. If you would like to add optional pronouns to your signature, we suggest adding them after your name or title; alternately, if you don't have a building location, you can use the department field
4. For any field not applicable, be sure to **clear/delete the sample content** completely so it doesn't show in your signature
5. Double-check for spelling and typos
6. Click the orange "Install Signature" button in the top right corner (desktop)
7. Select Outlook 2019 (Windows) from the email options
8. Follow the instructions 1-3 to get to the editor in Outlook
9. Click the orange "Copy Signature" button; it should automatically copy to your clipboard
10. Paste it into the email signature editor in Outlook
11. Choose the relevant portions of the full signature you would like to include with your replies and be sure that your reply signature is updated
12. Click the white "Close" button in the top right corner of the installer, then hit cancel
13. You can now exit the installer