
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>
- **Infinity + Boon CTA logo only:** <https://signaturehound.com/signature/z5fmlicc9zt4>
- **Infinity + Boon CTA logo + profile photo:** <https://signaturehound.com/signature/z5fmlicbc7m8>
- **Reach logo only:** <https://signaturehound.com/signature/z5fmlicc9zt4>
- **Reach logo + profile photo:** <https://signaturehound.com/signature/z5fmlicbc7m8>
- **Infinity Rehab reply:** <https://signaturehound.com/signature/9pqn1kln0y0up3>

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. Click the white "Close" button in the top right corner of the installer, then hit cancel
12. You can now exit the installer
13. Repeat this process for your reply signature (there is a separate link for this)