

Health PEI | Santé Î.-P.-É.

Email Signature Set Up

First & Last Name (Degree(s) - BA, BSc, MD, etc.)
 (Pronoun/Pronoun)
 Position
 Location / Unit / Division
Phone/Tél: 902-###-#### • **Email/Courriel:** email address

Health PEI | Santé Î.-P.-É.

HealthPEI.ca

"We acknowledge that the land we are on is the ancestral land of the Mi'kmaq and we respect the Mi'kmaq as the Indigenous people of PEI."

Name
 Myriad Pro Bold
 Size: 10pt.
 RGB Colour: R127 G188 B66 ■

Degree(s)
 Myriad Pro Regular
 Size: 8pt.
 RGB Colour: R77 G81 B86 ■

Pronouns & Contact Info
 Myriad Pro Regular & **Bold**
 Size: 8pt.
 RGB Colour: R77 G81 B86 ■

Logos

- Use supplied image
- Position under contact information and above web address

Health PEI | Santé Î.-P.-É.

Web Address
 Myriad Pro Bold
 Underlined
 Size: 8pt.
 RGB Colour: R77 G81 B86 ■

Land Acknowledgement (Optional)
 Myriad Pro Regular
 Size: 8pt.
 RGB Colour: R77 G81 B86 ■

Create an email signature in Outlook

1. Open a new email message.
2. On the Message tab, click Signature, and then click Signatures.
3. In the E-mail account list, pick the email you want.
4. Under Select signature to edit, select New, and type a name for the signature.
5. Type the signature you want in the Edit Signature box.

