**Email Signature Instructions**

Here are the instructions for updating you Lifesprk email with the new address and also confirming your email signature is consistent with brand guidelines.

Key step: Once you type your email address in the Word template below, right click it.

* Select ‘Edit Hyperlink’
* In Email address, if it does NOT currently have your Lifesprk email address, type it in (i.e., [kcarney@lifesprk.com](mailto:kcarney@lifesprk.com)) where [ShineOn@lifesprk.com](mailto:ShineOn@lifesprk.com) is.
* Hit ‘OK’

Thank You!

**Instructions for Microsoft Office 2010 and 2016:**

1. First you will copy the signature from the text below (with your information) – Note direct number should NOT be personal cell phones

Highlight the complete area between the asterisks (make sure you have the logo)

1. Open Outlook.
2. Select the File tab at the top left of the screen:
   1. Select ‘Options’ – along left hand column
   2. Then select ‘Mail’ along left hand side of pop-up box
   3. Under ‘Compose Message,’ scroll to find ‘Create or modify signatures’ and hit the Signatures Button
   4. Email Signature Tab
      1. If you already have a signature set up, under ‘Select signature to edit’ highlight it (or, if you have more than one, the one you want to change).  The wording will automatically populate in the Edit Signature section.
         1. Click in the Edit Signature section
         2. Delete old signature
         3. Right click in the Edit signature text section, paste (this should be the same as the signature you’ve edited below)
         4. Hit ‘OK’ when done
         5. To choose your default signature – select the field ‘New messages:’ (top right of the signature pop-up box), and use the drop-down box to select the name of the signature you just created
         6. Then choose ‘Replies/Forwards:’ field, and use the drop down box to select (none) – this is the recommendation: that your signature ONLY is used when you send a new email and is NOT added to replies and forwards
         7. Hit ‘OK’ at the bottom
      2. If you do not have a signature – select new
         1. Type in a name for the signature (i.e., Meaghan’s Lifesprk signature)
         2. Right click in the Edit Signature section, paste (this should be the same as the signature you’ve edited below)
         3. Hit ‘OK’ when done
         4. To choose your default signature – select the field ‘New messages:’ (top right of the signature pop-up box), and use the drop-down box to select the name of the signature you just created
         5. Then choose ‘Replies/Forwards:’ field, and use the drop down box to select (none) – this is the recommendation: that signature ONLY is used when you send a new email and is NOT added to replies and forwards
         6. Hit ‘OK’ at the bottom

To test this to be sure it works:

* Compose a new email message
* Your signature will automatically appear, you can then type as usual

If you have any questions please reach out to ITHelpDesk@lifesprk.com.

Thanks

Below is png format (best format for logo)

|  |  |
| --- | --- |
|  |  |
| Meaghan Puglisi  *Marketing Manager*  Direct: 952-873-7382  Email: [mpuglisi@lifesprk.com](mailto:mpuglisi@lifesprk.com) | [www.lifesprk.com](http://www.lifesprk.com) | Lifesprk 5320 W 23rd Sreet, Suite #130, St. Louis Park, MN 55416 Main: 952-345-8770 | Fax: 952-345-8771  [Facebook](http://www.facebook.com/lifesprk) | [Twitter](http://www.twitter.com/lifesprk) | [YouTube](http://www.youtube.com/lifesprk) | [Pinterest](http://www.pinterest.com/lifesprk) |
| Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you receive this message in error, or you are not the intended recipient, please contact the sender by reply e-mail immediately and delete this message. | |

\*\*\*\*\*\*

|  |  |
| --- | --- |
|  |  |