1. **Open the provided email signatures template, and copy your preferred signature.**
2. **Go to the “File” tab.**
3. **Click on “Options” in the left-hand navigation.**
4. **In the pop-up window, click on “Mail” in the left-hand navigation.**
5. **Scroll through the options and click on the “Signatures” button to edit your signature.**
6. **Paste the copied signature from the email signatures template, and update the fields with your name, titles, address, phone number, and email.**
7. **Click OK in all windows to save changes.**

**1) Dartmouth on bottom, multiple faculty titles & degrees**

Name
Title(s)
The Geisel School of Medicine at Dartmouth
Street Address
Hanover, NH 03775

Tel. (603) 650.0000 | Fax (603) 650.0000
email.address@Dartmouth.edu



**2) Dartmouth on top, faculty titles & degrees**



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Title(s)
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Hanover, NH 03775

Tel. (603) 650.0000 | Fax (603) 650.0000
email.address@Dartmouth.edu

**3) Dartmouth on top, web links**



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Title(s)
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email.address@Dartmouth.edu

Tel. (603) 650.0000 | Fax (603) 650.0000
[GeiselMed.Dartmouth.edu](http://www.geiselmed.dartmouth.edu)
[Facebook.com/DartmouthGeiselMed](http://www.facebook.com/DartmouthGeiselMed)
[Twitter.com/GeiselMed](http://www.twitter.com/GeiselMed)

**4) Dartmouth on bottom and weblinks**

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[Facebook.com/DartmouthGeiselMed](http://www.facebook.com/DartmouthGeiselMed)
[Twitter.com/GeiselMed](http://www.twitter.com/GeiselMed)



**5) Dartmouth logo on bottom with social media icons/links**

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[GeiselMed.Dartmouth.edu](http://www.geiselmed.dartmouth.edu)

    



**6) Dartmouth logo on top with social media icons/links**



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