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](mailto:email.address@Dartmouth.edu)  
  
C:\Users\Dean's Office\Desktop\DartGEISEL_Logos_sig.jpg

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

C:\Users\Dean's Office\Desktop\DartGEISEL_Logos_sig.jpg  
  
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](mailto:email.address@Dartmouth.edu)

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

C:\Users\Dean's Office\Desktop\DartGEISEL_Logos_sig.jpg  
  
Name  
Title(s)  
The Geisel School of Medicine at Dartmouth  
Street Address  
Hanover, NH 03775  
[email.address@Dartmouth.edu](mailto: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**

Name  
Title(s)  
The Geisel School of Medicine at Dartmouth  
Street Address  
Hanover, NH 03775  
[email.address@Dartmouth.edu](mailto: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)

C:\Users\Dean's Office\Desktop\DartGEISEL_Logos_sig.jpg

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

Name  
Title(s)  
The Geisel School of Medicine at Dartmouth  
Street Address  
Hanover, NH 03775  
[email.address@Dartmouth.edu](mailto:email.address@Dartmouth.edu)  
  
Tel. (603) 650.0000 | Fax (603) 650.0000  
[GeiselMed.Dartmouth.edu](http://www.geiselmed.dartmouth.edu)

[A blue circle with a white letter f in it

Description automatically generated](https://www.facebook.com/DartmouthGeiselMed/) [A logo of a camera

Description automatically generated](https://www.instagram.com/geiselmed_dartmouth/) [](https://twitter.com/GeiselMed) [A red play button with a white arrow

Description automatically generated](https://www.youtube.com/user/GeiselMedDartmouth) [A blue and black logo

Description automatically generated](https://www.linkedin.com/school/geisel-school-of-medicine-at-dartmouth/)

C:\Users\Dean's Office\Desktop\DartGEISEL_Logos_sig.jpg

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

C:\Users\Dean's Office\Desktop\DartGEISEL_Logos_sig.jpg  
  
Name  
Title(s)  
The Geisel School of Medicine at Dartmouth  
Street Address  
Hanover, NH 03775  
[email.address@Dartmouth.edu](mailto:email.address@Dartmouth.edu)  
[GeiselMed.Dartmouth.edu](http://www.geiselmed.dartmouth.edu)  
[A blue circle with a white letter f in it

Description automatically generated](https://www.facebook.com/DartmouthGeiselMed/) [A logo of a camera

Description automatically generated](https://www.instagram.com/geiselmed_dartmouth/) [A white x in a black circle

Description automatically generated](https://twitter.com/GeiselMed) [A red play button with a white arrow

Description automatically generated](https://www.youtube.com/user/GeiselMedDartmouth) [A blue and black logo

Description automatically generated](https://www.linkedin.com/school/geisel-school-of-medicine-at-dartmouth/)