

# CREATING/UPDATING YOUR CARELINK EMAIL SIGNATURE

1. Open Outlook
2. Select New Email
  - a. Insert
  - b. Signatures
  - c. Signatures Again (from the dropdown)
  - d. New (**if creating a new one**) – **IF NOT CREATING A NEW SIGNATURE, SKIP TO e.**
  - e. Update the following with **your information\*** and paste into the signature box (Cell phone applicable to those with a CareLink furnished phone):

**First Name Last Name**

**Job Title**

(501) 688-xxxx Work

(501) 688-7437 Fax

P.O. Box 5988

North Little Rock, Arkansas 72119-5988

Email Address with Link

[www.carelink.org](http://www.carelink.org)

**Care**♥**Link**

Resources for Older People and Their Families

## PROTECTED HEALTH INFORMATION NOTICE PRIVACY WARNING

"Confidentiality Notice: The information contained in this e-mail message and any attachment(s) is the property of CareLink and may be protected by state and federal laws governing disclosure of private information. It is intended solely for the use of the entity to whom this e-mail is addressed. If you are not the intended recipient, you are hereby notified that reading, copying, or distributing this transmission is **STRICTLY PROHIBITED**. The sender has not waived any applicable privileges by sending the accompanying transmission. If you have received this transmission in error, please notify the sender by return email and delete the message and attachment(s) from your system."

3. To the right of your saved signature options, under "Choose Default Signature" make sure to activate **New and Replies/Forwards** by selecting your standard signature from the dropdown windows. This ensures anyone who receives an email from you will have your name, title, and contact information.
4. Select Save before closing the window
5. Exit out of email and open a new email. Your new signature should be reflected.

## FAQ:

Font – Century Gothic

Font Size – 11

Font Color – CareLink's Official Blue

\*If you have any questions about your information or have issues adding your signature, contact your direct supervisor or the HR department. If anything in your signature differs from above, it must be approved by your supervisor and Development.