

To set up your official PPCH email signature in Outlook:

Please note:

Some versions of Outlook may have slightly different options. Please reach out if you need help.

STEP 1:

Open Outlook.

Go to your inbox and open a recent email from any current PPCH employee.

STEP 2:

Copy an Existing Signature.

Highlight the entire email signature at the bottom of their message (from the PPCH logo through the address). **> Right-click and select Copy.**

STEP 3:

In Outlook, go to **File > Settings > Accounts > Signatures**

Select **New Signature**, name your signature (e.g. "PPCH Standard"), and paste (**Ctrl + V**) the copied signature into the text box.

STEP 4:

Update with Your Information.

Replace the copied employee's details with your Full Name, Job Title, "Parker Personal Care Homes, Inc.", Phone number(s), Email, "http://www.parkerpch.com", Office Address.

(Make sure to use the address and phone number of your 'home' office)

STEP 5:

Check Formatting.

Ensure the font remains Montserrat (or Trebuchet MS if Montserrat isn't available) and that colors and logo appear correctly.

STEP 6:

Save and Apply.

Click **OK** to save your signature, then set it as your default for new messages and replies.

STEP 7:

Send a Test Email.

Email yourself or your supervisor to confirm that your signature displays properly and the links work correctly.