# **Paediatrics email signature template**

## **Easy steps to change your email signature in Outlook:**

### Personalise the text in the signature below with your own details:

|  |  |
| --- | --- |
|  | **Your full name**  *Job title*  Department of Paediatrics, Oxford University*,*  Level 2, Children’s Hospital, John Radcliffe,  Headington, Oxford, OX3 9DU  **Telephone**  xxx  **Email** [xx.xx@paediatrics.ox.ac.uk](mailto:xx.xx@paediatrics.ox.ac.uk)  **Website** [www.paediatrics.ox.ac.uk](http://www.paediatrics.ox.ac.uk/)  **Working week** xxx |

1. Drag your mouse over full signature (including logos) to highlight it and then **click Ctrl + C** to copy it
2. Go to Outlook, click File > Options > Mail > Signatures
3. Select signature to edit (see image below). Click the edit signature box and **click Ctrl +V** to paste your signature
4. Select Save > OK

