

How to change your email

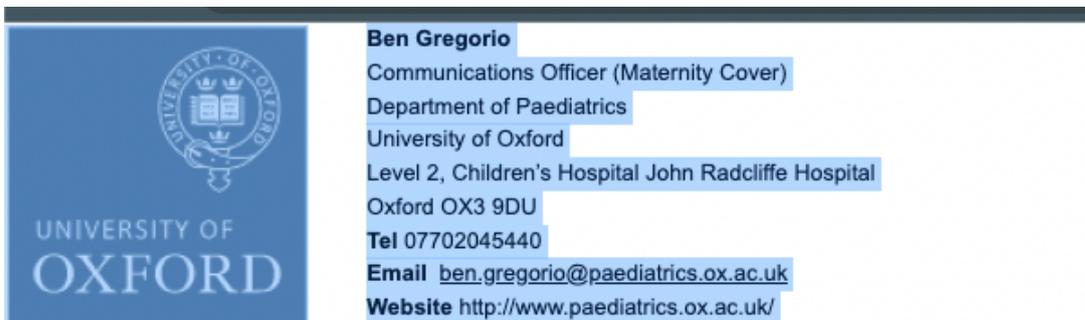
Step 1: download the htm file from the brand kit and open in your browser



PAEDIATRICS COMMUNICATIONS BRAND KIT

- Paediatrics logo
- Paediatrics & Oxford University combined logo
- Paediatrics letterhead template
- Paediatrics Powerpoint template
- Paediatrics email signature template
- How to guide - edit email signature address block instructions

Step 2: Open the HTM file in chrome and Click CTRL A /CMD A (macOS) then CTL+C / CMD C (macOS)



Step 3: Paste the signature in your Outlook signature editor

Signature Name: Paediatrics signature



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Step 4: Edit the address block using the 'How to guide'



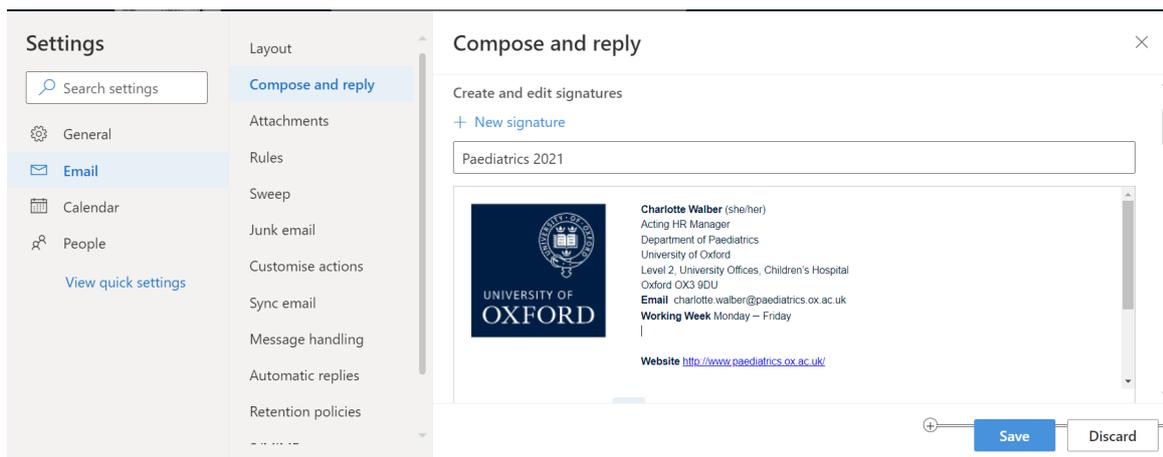
DEPARTMENT OF
PAEDIATRICS

PAEDIATRICS COMMUNICATIONS BRAND KIT

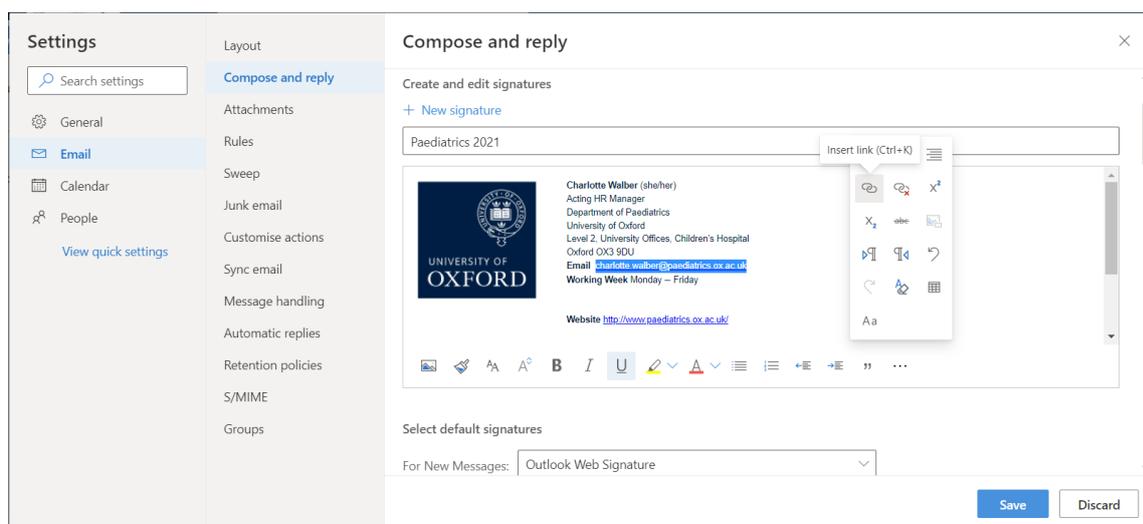
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For Outlook web-browser users follow these steps

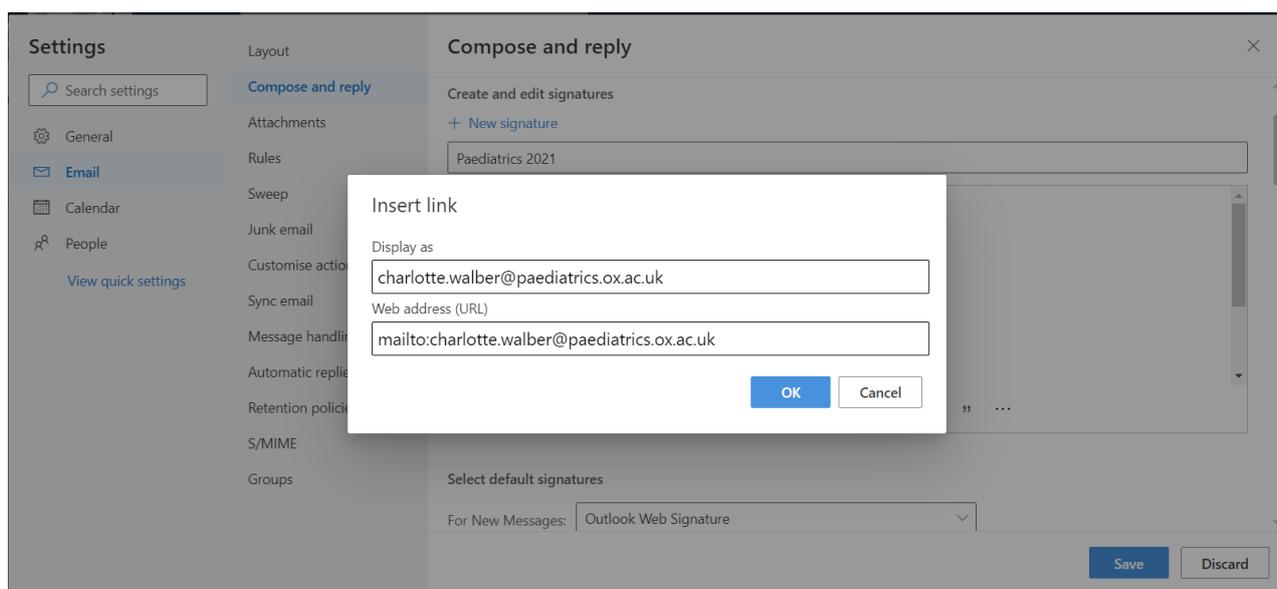
Step 1: After copying the HTM version of the email signature template. Go to Outlook in your browser then go to **settings > Email > Compose & reply**. Then CTRL + V / CMD + V (macOS) to paste the template in the signature box.



Step 2: To edit the email template simply highlight the text and enter in your details. For hyper-links, highlight the text, click the ellipsis or the Link icon



Step 3: To edit the hyperlink add your email in the top text box and add the email in the bottom the 'mailto:emailaddress' format. See example below:



Step 4: Click **okay** + **Save** and you are done!