**TIPS FOR USING THIS SIGNATURE TEMPLATE**

1. Add your personal information and contact info below. To preserve the formatting, either type the info into the text fields or Paste > Keep Text Only into each text field separately.
2. Copy the entire table (click the crosshairs at the top left of the Name).
3. Paste > Keep Source Formatting into Outlook.

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| --- |
| **Name**  Title/Department  XXX-XXX-XXXX  Email@address.com |
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