**Moody Global Media and Moody Radio Staff Signature Block***[Instructions for Mac follow in brackets when different]*

The following eight steps will take you through the basics of setting up your official signature block — be sure to read all of the instructions for each step before completing:

1. Open a new email message in Outlook. On the Message tab, click ***‘Signature,’*** and then click ***‘Signatures.’*** [***‘Edit Signatures’*** on a Mac.]
2. In the Signatures dialogue box, click ***‘New.’*** [Click the ***‘+’*** symbol on a Mac.]
3. Type a name for the signature and then click ***‘OK.’*** [Double click ***‘Untitled,’*** type in a new name and then press return on a Mac.]
4. Delete any text that appears in the Edit Signature box.

5. Choose one of following two signature blocks given below based on which platform you are utilizing (PC or Mac). Add your personal contact information including name, title, department, phone, and address. The format of the address blocks is set up to have your personal contact info in the top portion and the organization contact info in the lower portion. Be sure to retain all of the typestyles and layout formatting established for our signatures (that includes the spacing, size, color and typestyle, i.e., bold or italic).

 \* **Please note –** *If you need to add a return* ***do not just press******enter****, but rather* ***shift*** *+* ***enter****. Just pressing enter will cause extra space to be added when the signature is used in Outlook.*

***If you serve with Moody Radio***: Your primary focus remains on producing exceptional biblically rooted content for Moody Radio. However, you will also represent Moody Global Media as the parent brand in certain on-air communications or materials.

* *Your email signature will continue to reflect Moody Radio, such as Director of Radio, Radio Producer, On-Air Talent, or Station Manager, etc. For example:*



***First and Last Name***
*Producer | Morning Show*
*Phone Number*

*Street Address, City, State Zip*
[***moodyradio.org***](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.moodyradio.org%2F&data=05%7C02%7CBrian.Regnerus%40moody.edu%7Ccb3837f772934772d75a08dc1dc2adf7%7Cc82354df7b3646468e6a064160399dcd%7C1%7C0%7C638417969209154256%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=iSrtOJPI7kR7XyJYIfDAIfisRhrnOOTXmbv7mzGLTpM%3D&reserved=0)

***If you create digital content***: Your role reflects Moody Global Media’s innovation in new platforms. Digital brands carry individual identities but connect back to Moody Global Media for credibility.

* *Your email signature will reflect the digital content brand you represent, such as Podcast Ministry Lead, Podcast Producer, or Video Content Manager. For example:*


***First and Last Name***
*Video Content Manager*
*Phone Number*

*Street Address, City, State Zip*
[***moodyglobalmedia.org***](https://www.moodyradio.org/)

***If you serve multiple sub-brands***: You use Moody Global Media branding for general communications that span across sub-brands.

* *Your email signature will reflect Moody Global Media, such as Digital Director, Director of Operations, or Director of Business Growth Strategies. For example:*


***First and Last Name***
*Director of Operations*
*Phone Number*

*Street Address, City, State Zip*
[***moodyglobalmedia.org***](https://www.moodyradio.org/)

6. Select and ***‘Copy’*** your updated type block from this **Word** file to ***‘Paste’*** into the Edit Signature box in the Signature window in **Outlook**.

 \* **Please note –** *If you are using the Signature with Logo be sure to select the logo image. It will transfer into Outlook.*

7. Click ***“OK”***. You are returned to the Signature Dialog box and your newly created signature now appears in the list. [Signatures are automatically saved on a Mac. You only need to close the Signature Dialog box.]

8. Use your new official Moody Email Signature in your next email.