**Moody Radio Owned and Operated Station Staff Signature Block***[Instructions for Mac follow in brackets when different]*

**Note:** This signature block is for Moody Radio owned and operated staff (not network staff, or hosts and producers of network programs or owned and operated programs).

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, address, station website address, and the “Heard on” frequency list. 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.*

**PC USERS** | Signature with Logo

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**Firstname Lastname**Title Placement | Department
(333) 333-3333

820 N. LaSalle Blvd., Chicago, IL 60610
[moodyradiochicago.fm](http://www.moodyradiochicago.fm/)

**Heard on**90.1 FM Chicago

**MAC USERS** | Signature with Logo

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**Firstname Lastname**Title Placement | Department
(333) 333-3333

820 N. LaSalle Blvd., Chicago, IL 60610
[moodyradiochicago.fm](http://www.moodyradiochicago.fm/)

**Heard on**90.1 FM Chicago
**PC AND MAC USERS** | Signature without Logo

**Firstname Lastname**Title Placement | Department
(333) 333-3333

**MOODY RADIO**820 N. LaSalle Blvd., Chicago, IL 60610
[moodyradiochicago.fm](http://www.moodyradiochicago.fm/)

**Heard on**90.1 FM Chicago

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.