Instructions on how to use this downloadable template in Microsoft Outlook’s desktop client can be found at <https://tinyurl.com/y2xvhsly>. **NOTE: Copy and paste signature template using the Menu bar instead of keyboard commands.**

Instructions on how to use this downloadable template in Microsoft Outlook’s web browser client can be found at <https://tinyurl.com/y8a5r2sx>.

**STANDARD SIGNATURES**

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