**Default Email Signature & Font Instructions**

1. Open the Email Signature Standard document attached. Edit all fields to be yours/your property information. Highlight the signature for your property (DM or DQ) and press “CTRL C” together on your keyboard.



1. Open your Outlook email app and select the File tab.



1. Select Options on the far left.



1. Select “Mail” on the left and then “Signatures” on the right.



1. Select “New”, type your name as the new signature, and press “OK”



1. In the blank space under “Edit Signature” right click and paste your signature using the “Keep Source Formatting” option (second icon with the clipboard and paintbrush) and hit “OK”.



1. Set your default signature on the far right to be your name on both new messages and replies.



Just an FYI – when you copy and paste, the Denizen or Denizen QUE graphic it will not show up here, It will, however, show up on your signature in your email.

1. Set your default Font to “Raleway” and “12” point size by selecting “Personal Stationary” and clicking on all 3 Font icons. All 3 will need to be set.



1. Send a test email to ann.kesmodel@denizenmanagement.com with your new email signature to ensure it is correct.