

**Email Signature Template**

1. Update the below information to your own, add your 5 strengths that you received through Strengthsfinder and then add your own favorite quote below.

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**Strength 1 ~ Strength 2 ~ Strength 3 ~ Strength 4 ~ Strength 5**

***“Add your favorite work appropriate quote”* – unknown**

1. Open New Email in Outlook.
2. Click on the down arrow under the Signature button and select Signatures.
3. Click New, type your name and then click Ok.
4. Copy and paste the above into the Edit Signature box. Click Save and then choose your default signature. You can create multiple signatures if needed.

