

# Email Signature

Use this format as a guide. Exact information may vary per location and/or job title.

Do not alter the size of the Aspirus logo or deviate from the font supplied.

Any additional personalization including the use of other fonts, colors or non-branded quotes or statements is not appropriate.

To create your email signature:

* Customize your information
* Select all and copy

To change an email signature:

* Login Via Citrix to your Outlook Email
* Click the settings gear in the upper right corner
* Click File > Options > Mail > Email Signature
* Paste in the signature template provided
* Click Save

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