1. Copy entire Email Signature (Ctrl+C) below.
2. Start a new email message and click on the “Message” tab, then click on the “Signature” icon (part of the “Include” group”), then choose “Signatures…” from the dropdown menu.
3. Under “New Signature”, select the Signature name you would like to edit, then click within the “Edit Signature” box and paste (or Ctrl+V) what you just copied from the HTML file and customize the text as needed (best to type it in to retain proper formatting).

FIRST & LAST NAME
Title of Position

HOTEL NAME
HOTEL ADDRESS
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