**Installing your email signature in Microsoft Outlook\***

April 2022

1. Carefully edit the email signature placeholder text below.   
Don’t add any elements such as other logos, taglines, URLs or quotations.

2. Select the entire email signature by clicking in the **margin to the left** of the signature.

3. Copy (CTRL+C or Command+C) the email signature.

4. In Outlook on a PC, select File > Options > Mail > Compose Messages > Signatures.   
In Outlook on a Mac, select Outlook > Preferences > Signatures.

5. Create a new signature.

6. Paste (CTRL+V or Command+V) the signature into the editing area.

7. Review the information for accuracy and assign as your default signature.

8. After installation, you can close and delete this Word file if you want.

**\*NOTE:** This email signature is intended for the desktop version of Microsoft Outlook. Mobile email applications will display the signature differently. Manual modification may be required to create the correct appearance shown below.

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| **Firstname Lastname**  Title  000.000.0000  wbd.com  Warner Bros. Discovery |