**STEP 1: Create your new email signature**



**FIRST NAME LAST NAME** *Job Title*

BREAKTHRU BEVERAGE GROUP

**O** 555.555.5555 **M**555.555.5555

Street Address  |  City, State Zip Code

**BreakthruBev.com**

***Please note my new email address***

1. **Following the above template**, insert your name and title
2. If you are market-based, Add your market (e.g. BREAKTHRU BEVERAGE FLORIDA , or, if you are Corporate or non-market based Add GROUP (e.g. BREAKTHRU BEVERAGE GROUP)
3. Add your office and mobile phone (if you prefer NOT to include your mobile number, delete that section)
4. Add your office address
5. Highlight and Copy the entire template (including the Spear)

**STEP 2: Create a New Email Signature in Outlook**



1. Under Edit signature, **PASTE** the copied image of your email signature (copied from the word file) and Select OK.
2. **Exit Outlook** and **restart** to recognize the new signature file.