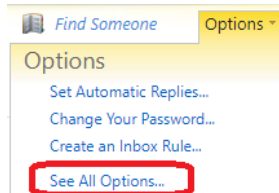


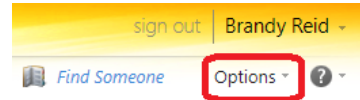
It is important for all employees to include their contact information in all email sent.

Log into Outlook Webmail at <https://webmail.manitoba-ehealth.ca/>

Click on OPTIONS in the right hand side of the screen.

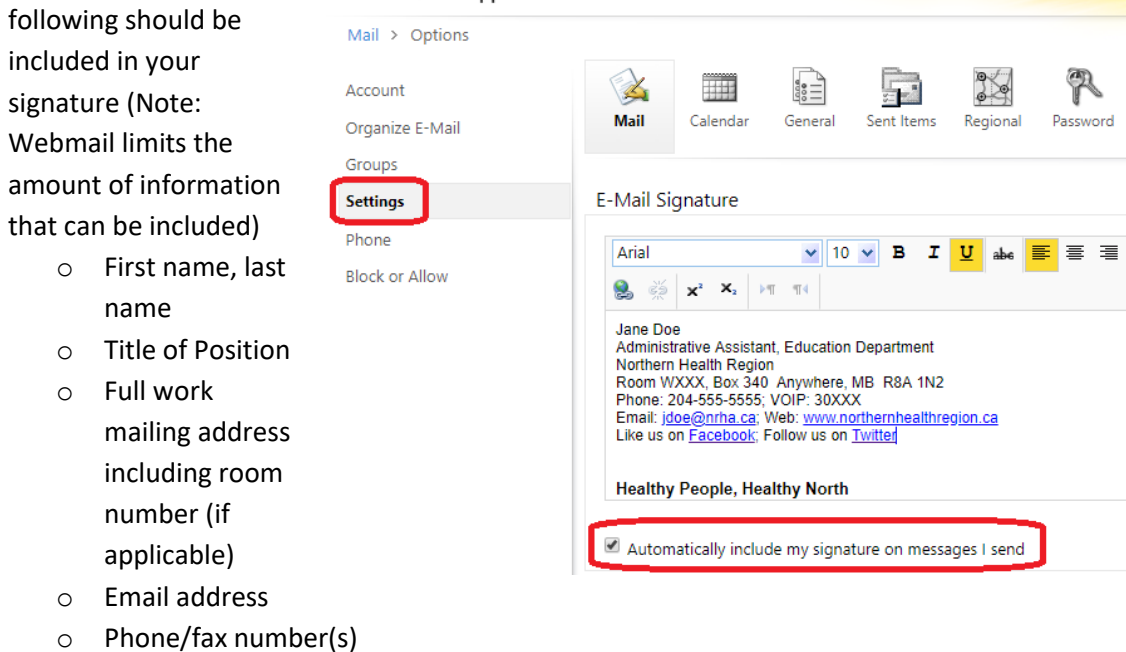


Select SEE ALL OPTIONS from the drop down menu.




On the next screen:

- Click on “SETTINGS” and the email signature option will appear.
- At minimum, the following should be included in your signature (Note: Webmail limits the amount of information that can be included)



- First name, last name
- Title of Position
- Full work mailing address including room number (if applicable)
- Email address
- Phone/fax number(s)

- Ensure “AUTOMATICALLY INCLUDE MY SIGNATURE ON MESSAGES I SEND” is checked off.
- Click “SAVE” at the bottom right corner of the page  Save
- NHR logo cannot be added to Webmail Signatures
- Note: If you also use Microsoft Outlook or any mobile device, you need to set your signature on each of the systems/devices.