



## Outlook: Email Signature Details & Setting Up an Email Signature

E-mail signatures must be included in all external and internal communications, including replies, coming from both desktop and your mobile device. It must include the following elements:

Name and professional designation and educational, other relevant credentials  
Title; this can include a secondary affiliation such as a university appointment  
Location by site including a street or mailing address  
Contact Phone (and extension), toll-free number, fax numbers  
Your email address  
Website of Northern Health Region ([www.northernhealthregion.ca](http://www.northernhealthregion.ca))  
Follow us on [Facebook](#) and [Twitter](#) (copy and paste these links into your signature)

Logo of the Northern Health Region (approximate size as below): [Click here for logos](#)

Vision Statement: Accessible, respectful, inclusive and safe healthcare for everyone.

Land Acknowledgement:

*The Northern Regional Health Authority acknowledges that we are situated on Treaty 5, 6, and 10 Territory and that Manitoba is located on the traditional and ancestral lands of the Anishinaabeg, Anishinew, Denesuline, Nehethowuk, Ininiwak, Nêhiyawak Nations. We acknowledge that Manitoba is situated on the homeland of the Red River Métis. We respect waters, land, histories, language and cultures of First Nations, Métis and Inuit whose presence enriches Canadian society.*

*We respect and acknowledge that we are all connected through the Spirit and Intent of Treaties and Treaty Making and remain committed to working in collaboration and partnership that will encompass equity, justice, truth and reconciliation. The term "Indigenous" means First Nations, Métis, and Inuit inclusively. We acknowledge the unique status of Indigenous Peoples in Manitoba and Canada.*

The font of the email signature is Arial, 9 points in size, and black with no bold. The background of the message must be white without any colouring.

Staff may also choose to add their preferred pronouns (she/her, he/him, they/them) to their work email signatures. This can be inserted following their names on the first line (eg. John Smith, (he/him))

These guidelines are for setting up your email signature in the Outlook desktop application. If using webmail, you will not be able to add the logo and the word limit will prevent the inclusion of the land acknowledgment.

Note: The Confidentiality Notice that was on the previous version of the NHR Email Signature Details has been removed. This aspect is covered internally by the Confidentiality agreement all staff signs upon hire. For emails sent to external recipients (outside the NRHA domain), digital health has a Confidentiality notice that is automatically added.

### **Sample Email Signature**

**Raj Sewda RN, CIC, CPHQ, CHE, MBA, ICD.D**  
Chief Executive Officer  
Northern Health Region  
84 Church St. Flin Flon, MB R8A 1L8  
Office: 204-687-3010 Cell: 204-271-2001  
Fax: 204-687-6405 Toll-Free: 1-888-340-6742  
Email: [rsewda@nrha.ca](mailto:rsewda@nrha.ca) Web: [www.northernhealthregion.ca](http://www.northernhealthregion.ca)



**Accessible, respectful, inclusive and safe healthcare for everyone.**

*The Northern Regional Health Authority acknowledges that we are situated on Treaty 5, 6, and 10 Territory and that Manitoba is located on the traditional and ancestral lands of the Anishinaabeg, Anishininew, Denesuline, Nehethowuk, Ininiwak, Nêhiyawak Nations. We acknowledge that Manitoba is situated on the homeland of the Red River Métis. We respect waters, land, histories, language and cultures of First Nations, Métis and Inuit whose presence enriches Canadian society.*

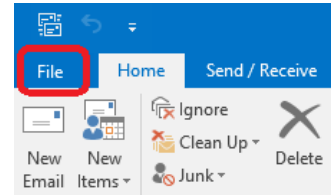
*We respect and acknowledge that we are all connected through the Spirit and Intent of Treaties and Treaty Making and remain committed to working in collaboration and partnership that will encompass equity, justice, truth and reconciliation. The term "Indigenous" means First Nations, Métis, and Inuit inclusively. We acknowledge the unique status of Indigenous Peoples in Manitoba and Canada.*

### **Sample Reply Email Signature**

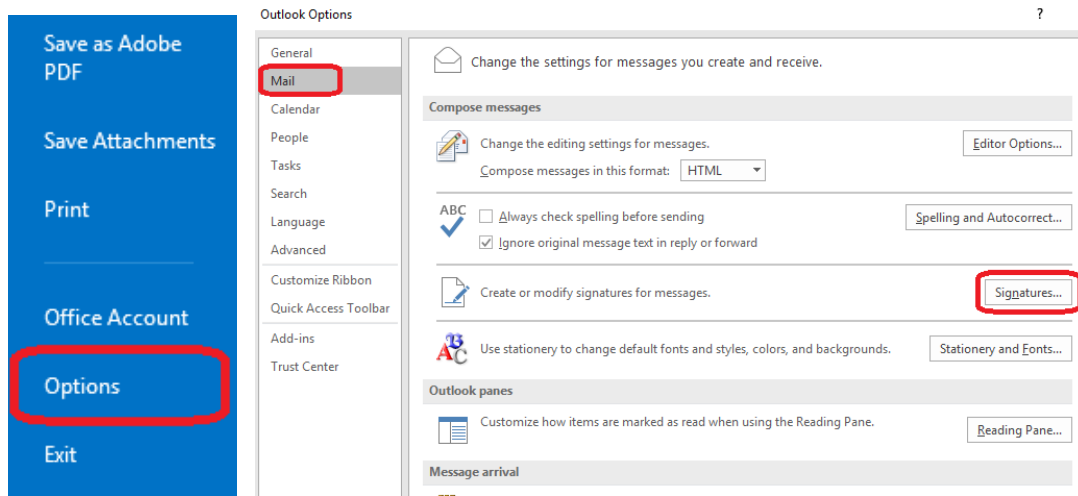
**Raj Sewda**  
Chief Executive Officer  
Northern Health Region  
Office: 204-687-3010 Cell: 204-271-2001

## Outlook: Setting Up an Email Signature

To set up your signature in Outlook, click on FILE in the top left-hand side of your screen.

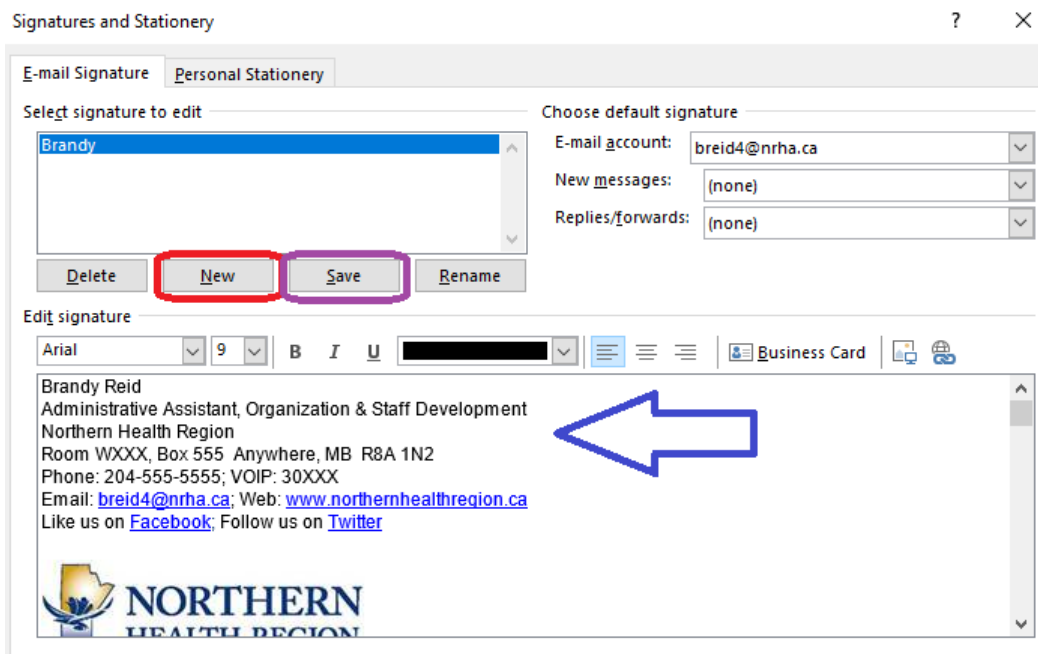


Then, click on OPTIONS. Followed by MAIL and then SIGNATURES as shown below.



On the following screen, click NEW and type a name for your new signature.

Then, type your signature details in the text field as shown below. Click SAVE



Once you have your finalized signature and saved, use the drop-down menu beside “New messages” to choose it. This will ensure your signature automatically appears with each new email you draft in Outlook. You can then follow the steps to create a second Reply Signature to be used for “Replies/forwards”. Once saved please use the drop-down box to choose that shortened version of your signature for those styles of emails. Once all this is completed you can click OK to close this window.

