**The Commons Email Signature Template**

Please follow the instructions below on how to set up your email signature.

1. **Step 1:** Hover over the signature andclickCursor that appears when you hover over a table. to select all the elements in the signature.
2. **Step 2:** Select **Copy (Ctrl + C)**.
3. **Step 3:** Open an Outlook email message and **Paste (Ctrl +V)** the signature in the email body.

**The Commons In Lincoln Signature:**

|  |  |
| --- | --- |
| **First Name Last Name**  *Job Title and Department*    **Phone:** (781) 338-5985  **Email:** [Email@benchmarkquality.com](mailto:Email@benchmarkquality.com)  **Fax:** 000-000-0000  **One Harvest Circle, Lincoln, MA 01773**  **[TheCommonsInLincoln.com](https://www.thecommonsinlincoln.com/)** | **­** |