Nutrition Cluster Email Signature

**Microsoft Outlook Instructions**:

1. Type your personal information into the data fields in the example shown in grey below
2. Select the entire signature including logo and click Copy
3. Open MS-Outlook, go to File🡪Options🡪Mail🡪Signatures
4. Select New and give your E-mail signature a name and click OK



1. Position cursor within the “Edit Signature” field, and
right-click your mouse to select Paste Options: Keep Source Formatting (as shown at right). It is recommended the E-mail signature font be Calibri (Headings), 9pt, black
2. Paste the signature, choose it as default signature and click OK. (After pasting, the Nutrition cluster new logo may disappear, but will appear in new or reply E-mails)
3. Create and send a new message to verify that your new signature is automatically inserted

Click here to enter your Full Name

Click here to enter your Post Title

|  |  |
| --- | --- |
| Telephone: | Click here to enter your office telephone  |
| Mobile: | Click here to enter your mobile |
| E-mail: | Click here to enter your email |
| Website: | Click here to enter your website |

Click here to enter your organization

Click here to enter your Office #, Street address, State, Country, Zip code

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|  |  |
| --- | --- |
|  | “Add text” |
| **NUTRITION** |
| CLUSTER |

Example

Shabib Saleh Alqobati

Information Management Specialist

|  |  |
| --- | --- |
| Telephone: | + 41 22 909 56 95 |
| Mobile: | + 41 75 432 83 02 |
| E-mail: | salqobati@unicef.org |
| Website: | <http://nutritioncluster.net> |

United Nations Children’s Fund (UNICEF)

Office of Emergency Programme

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