**Email Signature Template**

Copy and paste the below in your signature and replace with your personal information. Directions on how to update your signature in Outlook can be found [here](https://support.office.com/en-us/article/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2). If you need further assistance, please email IT at <ithelp@helenacollege.edu>.

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