**How to set up Email Signature with Pronouns in Outlook**

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1. **Open your Wayside- Microsoft Outlook 2013 email**
2. **In the top, left corner, click “New Email**
3. **When the new email window appears, click “Signature” in the header.**
4. **If you do not have a signature already set up, you will be prompted to do that first. However, click “Signature” to edit or create a new signature.**
5. **After you set up your Signature according to Wayside communication protocol, be sure to highlight your pronouns and “INSERT” -> “HYPERLINK” -> inserting the following webpage in the “ADDRESS” box linking to this page:** **https://www.waysideyouth.org/aboutus/diversityinclusion/**

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