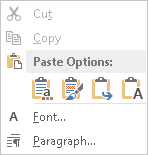
|  |  |
| --- | --- |
| HMPPS logo | Name Surname [he/him, she/her, they/them]  Job title  Business area  102 Petty France, Area XX.XX, Westminster, London, SW1H 9AJ  XXXXX XXXXXX | XXX XXXX XXXX  Find out more on **People Finder**  Follow us on Twitter [@hmpps](https://twitter.com/hmpps) |
| “” | |
| |  | | --- | | [Check out My Work on the Probation Hub - Supporting you to get the most from your work. Includes a decorative image of Probation colleague at work.](https://welcome-hub.hmppsintranet.org.uk/)    Visit the Probation Hub at: [welcome-hub.hmppsintranet.org.uk](https://welcome-hub.hmppsintranet.org.uk) | | |

**To create your email signature:**

1. Edit the contact details in the right-hand column of the table above. Give your name, job title, team name or other business area, your address, your work mobile phone number and/or your work landline number, and your working patterns (deleting options that are not applicable).

Also link to your People Finder profile: highlight ‘People Finder’, right-click, select ‘Hyperlink…’, enter your People Finder link into the Address field and click on OK. Visit [People Finder](https://peoplefinder.service.gov.uk/) to get the link to your own profile. Enter your name into the search box and click on your name to go to your profile. Once in your profile copy the URL and paste it into the hyperlink field. If you don’t yet have a People Finder profile you first need to [create one](https://peoplefinder.service.gov.uk/sessions/new).

1. Once your details have been added above, select the table which holds the signature by clicking on the crosshairs icon on the top left of the table (this appears when you hover the mouse over the table), and copy the table by selecting ‘Ctrl’ and ‘C’ on your keyboard.
2. Go to Outlook and on the Home ribbon click on ‘New Email’.
3. In the new email, on the Message ribbon click on the Signatures drop-down menu and select ‘Signatures…’
4. Click ‘New’ to create a new signature, type in a name for the signature and click on ‘OK’.
5. Right-click in the text field at the bottom of the Signatures and Stationery window and select Paste Options: Keep Source Formatting (the second icon from the left).



1. Click OK
2. To select the new email signature as the default for future emails, select it using the ‘New messages’ drop-down menu
3. Click OK