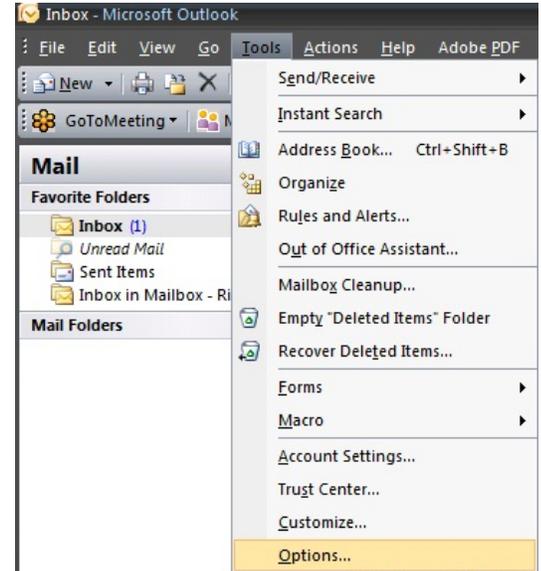
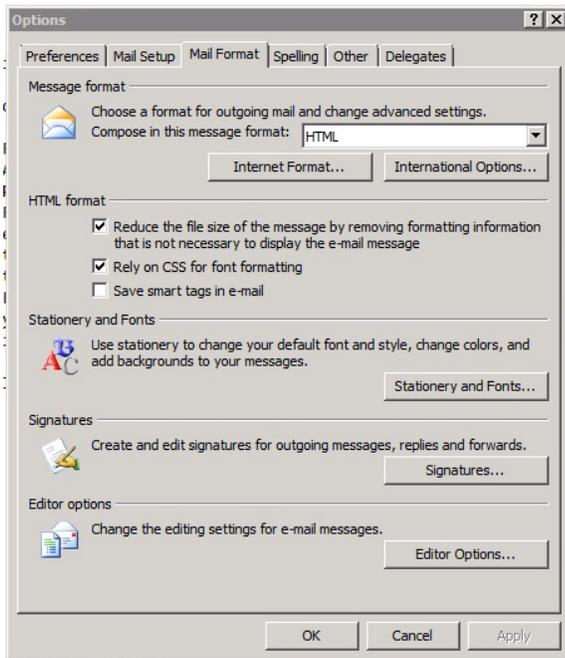


# THA Group Standardized Outlook Signatures User Guide

Standardized email signatures promote a positive brand image and ensure that email recipients know how to contact you. Follow these guidelines for setting up your THA Group email signature in Outlook.

1. Open Outlook. Select **Tools > Options**.
2. When the Options dialogue box appears, select **Mail Format** (3<sup>rd</sup> tab at the top), then select **Signatures** (4<sup>th</sup> section).



3. Copy and paste the text below into the signature customization box (only the information in [brackets] should be customized; remove the brackets after customization):

[Your Name]  
[Your Title]

THA Group | Health Care. For Life. At Home.

[Community Office Street Address]

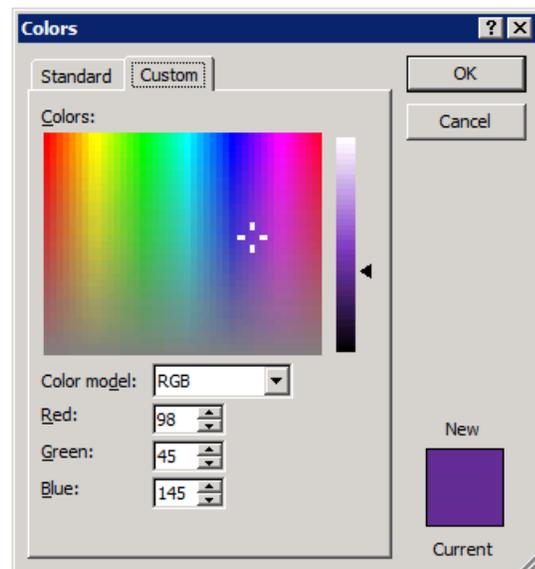
[Community Office City, State ZIP]

O: [office number] | C: [cell number, if applicable] | F: [fax number]

THAGroup.org | RightHealthSolutions.com | IslandHospice.com

If you are unable to copy the text and color exactly as above, follow these guidelines:

- Font = Versailles LT Std 12 pt.
- Your name should be bold and your title should be italicized.
- The font color is a custom color. To set, click the dropdown menu next to Font Color and select More Colors. On the Colors Custom tab, set the Color model to RGB and enter the following values: Red = 98, Green = 45, Blue = 145.



#### NOTES:

- The following logo and Confidentiality Statement will appear on outgoing mail to email recipients who are outside the THA Group network:



Celebrating over 20 years of service to the Coastal Empire and Lowcountry with our family of services...

Island Health Care | Island Hospice | Independent Life At Home | Ideal Aging | RightHealth®

#### CONFIDENTIALITY STATEMENT:

This message contains information which is privileged and confidential and is solely for the use of the intended recipient. If you are not the intended recipient, be aware that any review, disclosure, copying, distribution or use of the contents of this message and any attachments is strictly prohibited. If you have received this message in error, please destroy it and immediately notify THA Group, Inc. at [912-629-2727](tel:912-629-2727).

Thank you.

***You DO NOT need to add this to your signature.***

- ***DO NOT*** include any other information (such as quotes, taglines, other logos or images, etc.) in your signature.