

Standard Email Signature

To ensure the brand standards are represented internally and externally, please use the standard Florida Blue email signature.

You can insert the template by copying the standard Florida Blue email signature provided in the word document and then paste it into the Outlook signature panel. Format it by adding your information and save for future use.

Have questions or need the template?

Please reach out to brand@FloridaBlue.com for help.

SIGNATURE PREVIEW

FONT: ARIAL FONT SIZE: 10.5

Individual's Name | Title

Firstname.Lastname@FloridaBlue.com (XXX) XXX-XXXX
Street Address, City, State Zip Code

Florida Blue 

Step-by-step instructions

PC Guide

Mac Guide

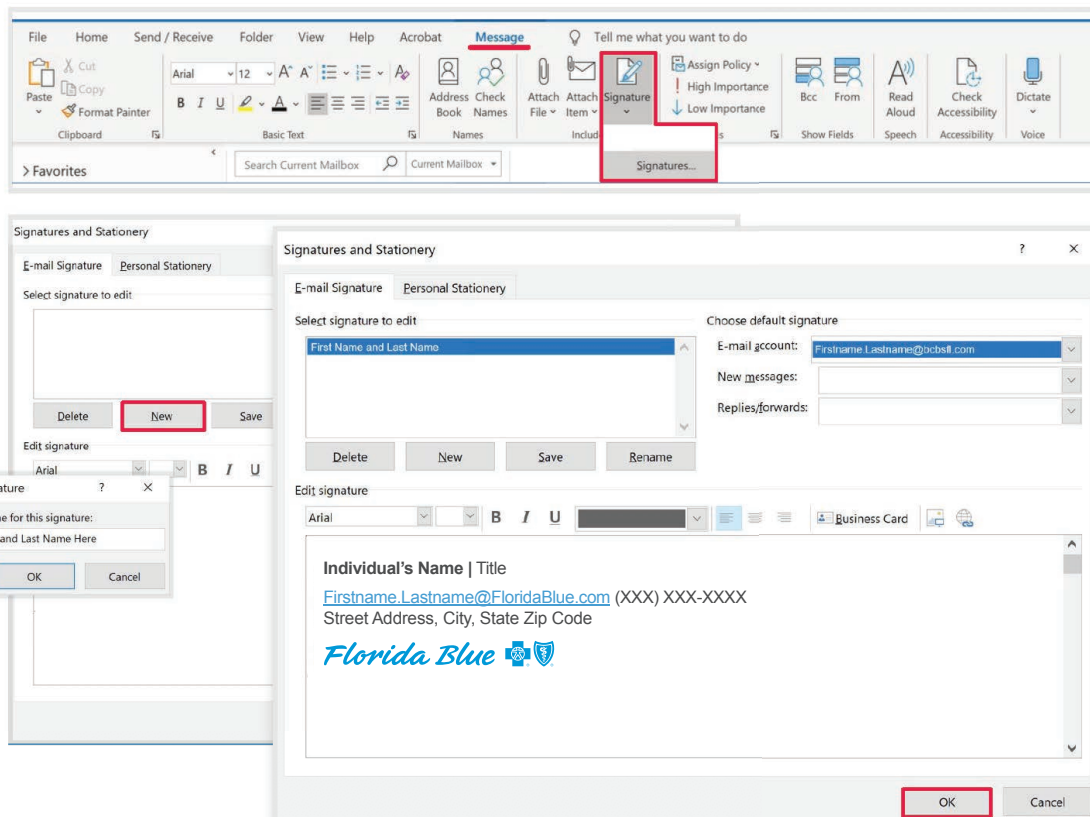


PC Create a New Signature

While there are various ways to create or edit your email signature, below are our recommended steps.

Continue to the next page for instructions on editing an existing signature.

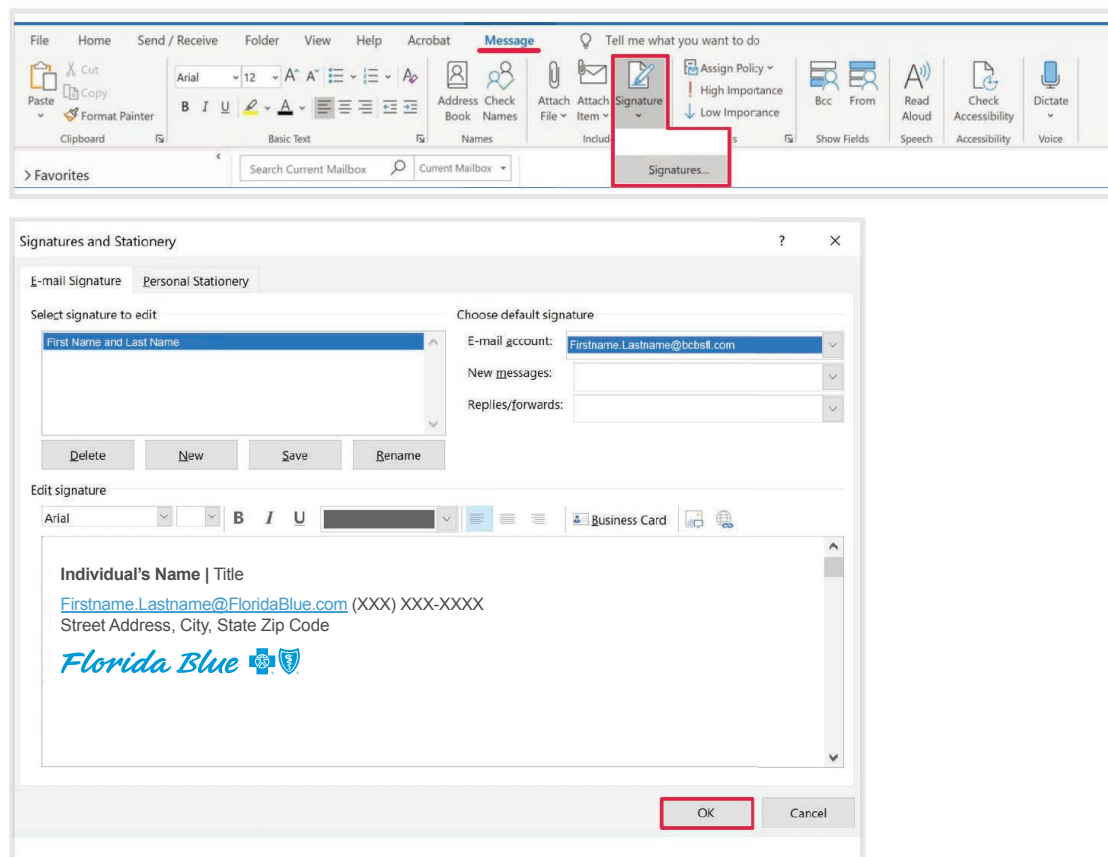
- Copy the standard Florida Blue email signature provided in the word document by typing (CTRL) + A to select all and then (CTRL) + C to copy
- Compose a New Email
- Click the Signature icon drop down
 - Click Signatures...
- The Signatures and Stationery window should appear
- Click New
- The New Signature window will appear
 - Enter name & select OK
- Using your keyboard, hold control (CTRL)+V to paste the signature template within the Edit Signature window
- Enter your information
- Click OK



PC Edit Existing Signature

While there are various ways to create or edit your email signature, below are our recommended steps.

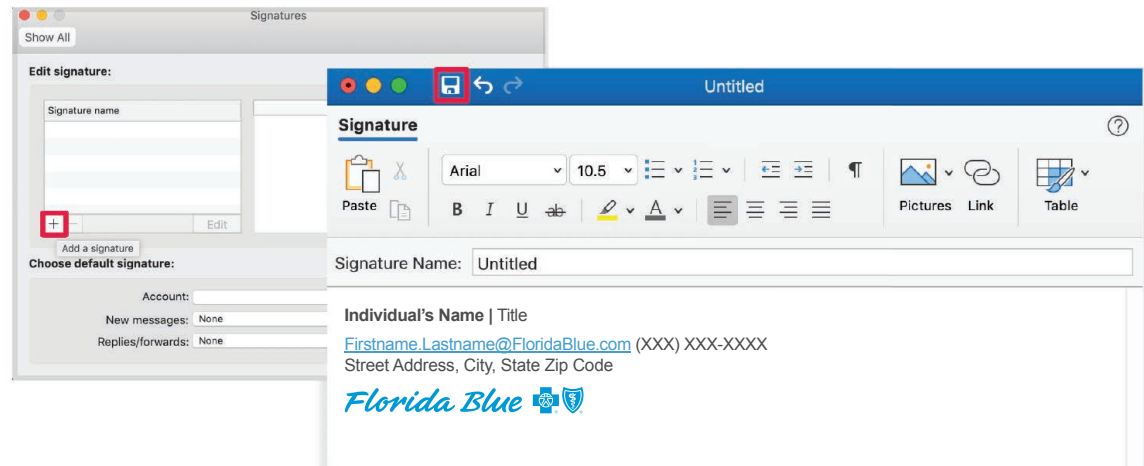
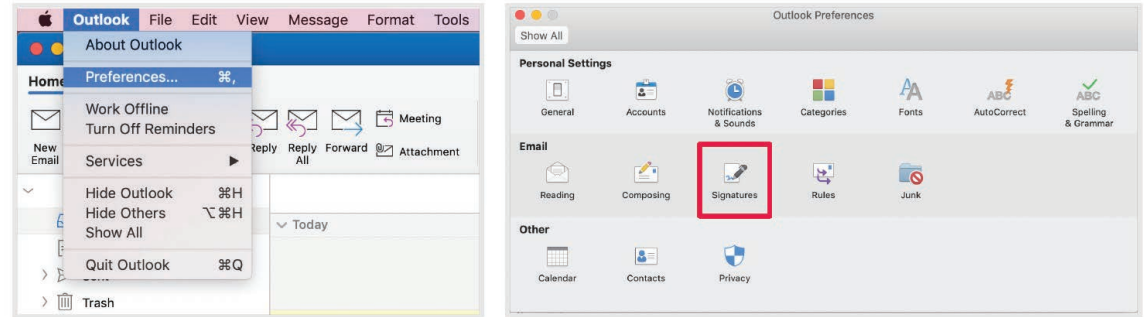
- Copy the standard Florida Blue email signature provided in the word document by typing (CTRL) + A to select all and then (CTRL) + C to copy
- Compose a New Email
- Click the Signature icon drop down
 - Click Signatures...
- The Signatures and Stationary window should appear
- Highlight existing signature within the Edit Signature window
- Using your keyboard, delete the signature
- Using your keyboard, hold control (CTRL)+V to paste the signature
- Enter your information
- Click OK



MAC Create a New Signature

While there are various ways to create or edit your email signature, below are our recommended steps.

- Copy the standard Florida Blue email signature provided in the word document by typing (COMMAND) + A to select all and then (COMMAND) + C to copy
- Open Outlook Preferences (or Settings)...
- Click the Signatures icon
- The Signatures window should appear
- Click the “plus” [+] button (Add a signature)
- The Signature window will appear
- Using your keyboard, hold command+V to paste the signature template within the Signature window
- Enter your information
- Click the Save icon & close the window



Have questions or need the template?
Please reach out to brand@FloridaBlue.com for help.

Individual's Name | Title
Firstname.Lastname@FloridaBlue.com (XXX) XXX-XXXX
 Street Address, City, State Zip Code
 Florida Blue 