**To update your signature:**

1. Open Outlook
2. Click on File tab at top left corner
3. Click Options
4. Click Mail
5. Select Signatures
6. Click New, copy and paste new signature below into box
7. Update name, position title, program name, work phone number and work address
8. Select new signatures for defaults
9. Click Ok

**Insert Name Here**

Position Name

DBH Program Name

W: (XXX) XXX-XXXX | C: (XXX) XXX-XXXX

Behavioral Health

Insert Work Address  
[](http://www.sbcounty.gov/)

***Our job is to create a county in which those who reside and invest can prosper and achieve well-being.***

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