



March 16, 2023

Subject: Uniformity of Email Signature

Greetings Meridian Employees:

To ensure we are following our corporate brand standard, we've provided an updated email signature template. Please do not deviate from this format by changing fonts or colors. The uniformity helps to ensure all signatures, organization-wide, have the same cohesive look/feel. Please ensure your signature is updated by close of business Friday, March 24th.

To change your signature using the web (www.outlook.com) version:

1. Click the pen icon in the tool bar up top
2. Select new signature (and name it)
3. Copy the text based signature below
4. Update the signature with your information
5. Click save

**Note this email signature is text based and does not include the logo*

First Name Last Name

Title

Meridian Behavioral Healthcare

Address

Gainesville, FL 32608

O: (352) 374 - 5600 Ext. XXXX

F: (352) XXX-XXXX

C: (352) XXX - XXXX

To change your signature using Outlook 365 or desktop version:

1. Click on *new email*
2. Click the signature tab, then select signatures at the bottom
3. Then update the signature below with your information. Be sure to select the extra space above it) by left clicking on your mouse (and hold it), then drag to select the full image.
4. Right click to select copy
5. Paste the image (select clip board with the A on the clipboard) or place the cursor in the box and select Ctrl V. Then click OK to save.

Hope. Recovery. Wellness.



First Name Last Name

Title

Meridian Behavioral Healthcare

1565 SW Williston Rd.

Gainesville, FL 32608

O: (352) 374 - 5600 Ext. XXXX

C: (352) XXX-XXXX



For departments that handle confidential patient information, please make sure the notice of confidentiality is included below the signature. It can be copied and pasted within your signature.

NOTICE: This e-mail and any attachments may contain confidential information, which may be legally privileged. If you are not the intended recipient, you must not review, retransmit, convert to hard copy, use, or disseminate this e-mail message or its attachments. If you have received this e-mail in error, please notify me immediately by return e-mail or at the phone numbers above and delete the e-mail. Please note, if this e-mail contains forwarded messages or a prior message, some or all of the contents and attachments may not have been produced by Meridian Behavioral Healthcare, Inc.

Hope. Recovery. Wellness.