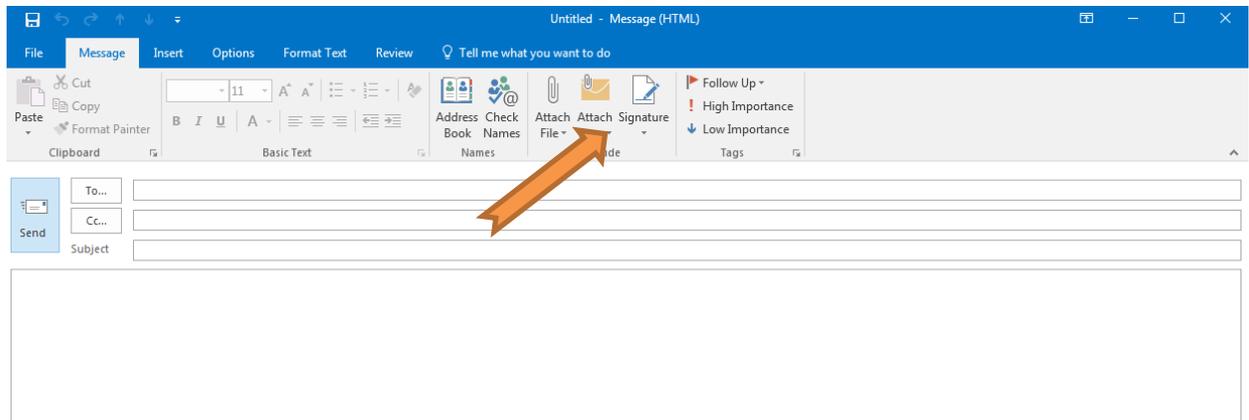


Link to BWH themed Powerpoints:

https://www.bwhpikenotes.org/Employee_Resources/brighambrand/default.aspx

How to Create Brigham Health Email Signatures - Physicians

1. In Outlook, open a new message, on the **Message** tab, click **Signature**, and then click **Signatures**



2. On the **E-mail Signature** tab, click **New**
3. Press **New**, name the signature, then click **OK**. (*The name will be visible only to you*)
4. In the **Edit signature** box, copy and paste this text into the signature:

Name, MD

Title

Brigham and Women's Hospital

Title

Harvard Medical School

Office: XXX-XXX-XXXX | Mobile: XXX-XXX-XXXX

name@bwh.harvard.edu

brighamandwomens.org



Please note: The decision to include your mobile phone number is a personal one. If you are unsure whether your role requires it, please discuss the matter with your supervisor. If you choose not to list your mobile number, please be sure to delete the placeholder text “| Mobile: XXX-XXX-XXXX” from your signature.

A screenshot of the "Signatures and Stationery" dialog box in Outlook. The "E-mail Signature" tab is selected. On the left, there is a list of signatures with "Signature" selected. Below the list are buttons for "Delete", "New", "Save", and "Rename". On the right, under "Choose default signature", there are three dropdown menus: "E-mail account" (Microsoft Exchange), "New messages" (none), and "Replies/forwards" (none). Below these is the "Edit signature" section with a rich text editor. The editor contains the following text:

Name, MD
Title
Brigham and Women's Hospital
Title
Harvard Medical School
Office: XXX-XXX-XXXX | Mobile: XXX-XXX-XXXX
name@bwh.harvard.edu
brighamandwomens.org

At the bottom of the editor are two logos: Brigham Health and Harvard Medical School Teaching Hospital. At the bottom of the dialog box are "OK" and "Cancel" buttons.

5. Type in your information for the **Name, BWH and HMS titles, Phone Number and Email** fields.
6. After you finish creating the signature, click **OK**.

Setting Reply/Forwards Signature

You will then need to create a separate abbreviated reply/forward signature. Follow the steps above but select the **Replies/forwards** field.

A screenshot of the "Signatures and Stationery" dialog box in Outlook, similar to the one above. The "E-mail Signature" tab is selected. The "Replies/forwards" dropdown menu is now set to "Replies/forwards" instead of "none". The "Edit signature" section is empty, indicating that a new signature is being created for replies and forwards.

In the **Edit signature** box, copy and paste this text below into the signature:

Name, MD

Title, Brigham and Women's Hospital

Title, Harvard Medical School

Office: XXX-XXX-XXXX | Mobile: XXX-XXX-XXXX



1. Type in your information for the **Name, Title and Phone Number** fields.
2. After you finish creating the reply signature, click **OK**.

Please note: The decision to include your mobile phone number is a personal one. If you are unsure whether your role requires it, please discuss the matter with your supervisor. If you choose not to list your mobile number, please be sure to delete the placeholder text “| Mobile: XXX-XXX-XXXX” from your signature.

Below are additional options for **other** affiliations

BWH and DF/BWCC

Name, MD

Title, Brigham and Women's Hospital

Title, Harvard Medical School

Office: XXX-XXX-XXXX | Mobile: XXX-XXX-XXXX

name@bwh.harvard.edu

brighamandwomens.org



Title

DANA-FARBER/BRIGHAM AND WOMEN'S



BWH and DF/BWCC – Reply/Forwards version

Name, MD

Title, Brigham and Women's Hospital

Title, Harvard Medical School

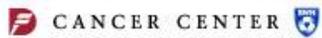
Office: XXX-XXX-XXXX | Mobile: XXX-XXX-XXXX

BRIGHAM HEALTH



Title

DANA-FARBER/BRIGHAM AND WOMEN'S



DF/BWCC

Name, MD

Title

Dana-Farber/Brigham and Women's Cancer Center

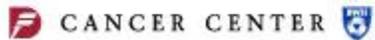
Title

Harvard Medical School

Office: XXX-XXX-XXXX | Mobile: XXX-XXX-XXXX

name@bwh.harvard.edu | brighamandwomens.org

DANA-FARBER/BRIGHAM AND WOMEN'S



DF/BWCC – Reply/Forwards version

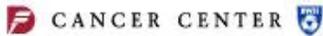
Name, MD

Title, Dana-Farber/Brigham and Women's Cancer Center

Title, Harvard Medical School

Office: XXX-XXX-XXXX | Mobile: XXX-XXX-XXXX

DANA-FARBER/BRIGHAM AND WOMEN'S



Creating Mobile Signature – IOS and Android

Partners HealthCare Information Systems requires mobile user to install MobileIron. Use the link below for instructions to install MobileIron and information on securing and protecting your mobile devices.

[http://www.bwhpikenotes.org/Employee Resources/IS/Mobile Computing/Mobile Iron.aspx](http://www.bwhpikenotes.org/Employee_Resources/IS/Mobile_Computing/Mobile_Iron.aspx)

Below is how your signature should appear on mobile devices:

Name, MD

Title, Brigham and Women's Hospital

Title, Harvard Medical School

Office: XXX-XXX-XXXX | Mobile: XXX-XXX-XXXX

name@bwh.harvard.edu

Mobile IOS – Directions

1. Go to **Settings**
2. Tap on **Mail**

3. Select **Signature**
4. Select **Partners Account**
5. Add signature above to **Partners** email account
6. Return to **Mail at the top left of the screen**
7. Your email signature should now automatically populate on messages you send

Android – Directions for Gmail app

1. Tap the ☰ menu icon in the upper-left corner
2. Tap ⚙ **Settings**
3. Tap the email address for which you would like to create a signature
4. Tap **Mobile Signature**
5. Enter the text for your signature, and tap the **OK** button

Android – Outlook app

1. Tap the ⚙ **Settings** icon in the upper-right corner.
2. Under **Mail**, tap **Signature**.
3. Enter the text for your signature. Tap the checkmark to save it.

Android – MobileIron Email+ app

1. Tap the ⋮ menu icon in the upper-right corner. Tap **Settings**.
2. Tap your email address.
3. Under **General Settings**, tap **Signature**.
4. Enter the text for your signature. Tap **OK** when complete.