

CBRE Email Signature Set-up Instructions | Outlook 2010

1. Choose the appropriate email signature template below and select and copy the entire signature, including the disclaimer.

STANDARD

First Last | Title
CBRE | Department
Address | City, ST ZIP
T +1 000 000 0000 | F +1 000 000 0000 | C +1 000 000 0000
first.last@cbre.com | www.cbre.com/first.last

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AFFILIATE OFFICE

- Use your affiliate email address in the email signature (first.last@cbre-affiliate.com)
- If you do not have a professional profile, include your local office website instead of cbre.com
- Twitter information should only be included if your office has a corporate-approved Twitter account.

First Last | Title
Affiliate DBA Name | Department
Address | City, ST ZIP
T +1 000 000 0000 | F +1 000 000 0000 | C +1 000 000 0000
Affiliate email address | www.cbre.com/first.last

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CALIFORNIA OFFICE

First Last | Title | Lic. [number] (if applicable)
CBRE | Department
Address | City, ST ZIP
T +1 000 000 0000 | F +1 000 000 0000 | C +1 000 000 0000
first.last@cbre.com | www.cbre.com/first.last

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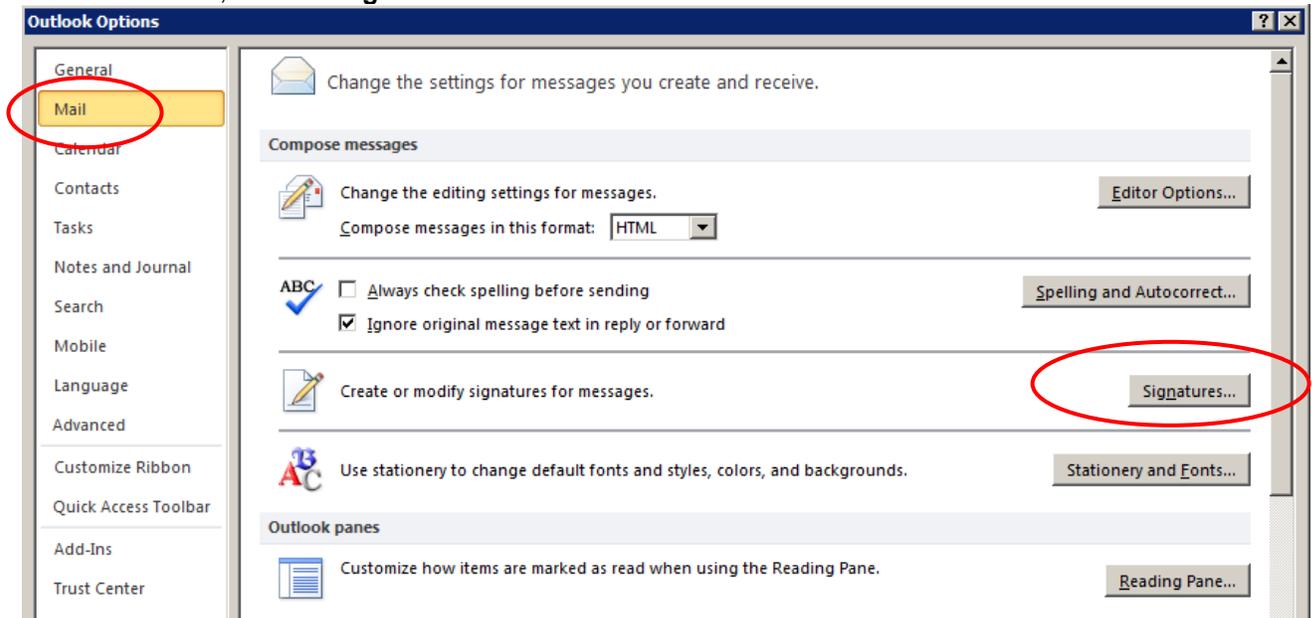
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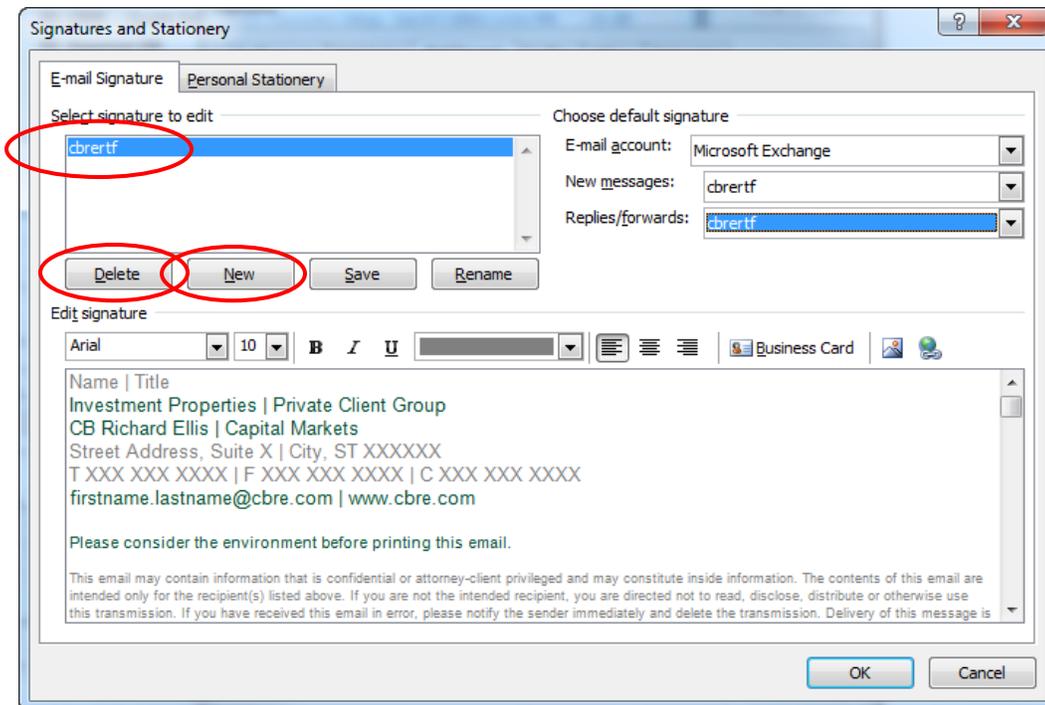
2. Go to Outlook and click on **FILE** in the upper left hand corner click **OPTIONS..**.



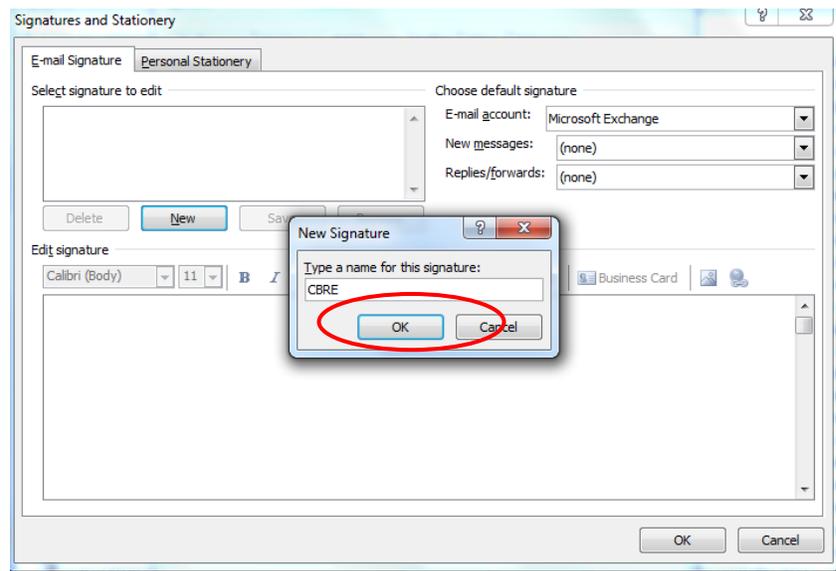
3. Click on the **Mail**, click the **Signatures** button.



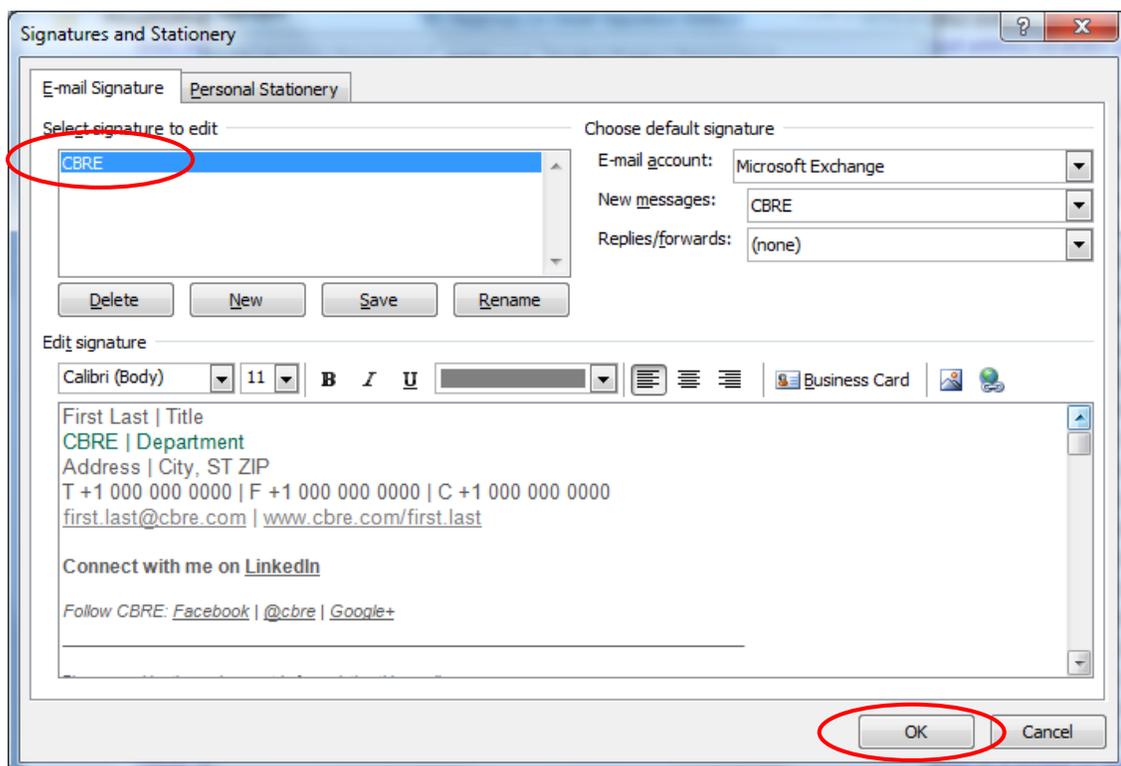
- If you already have an email signature, select it and click the **Delete** button. If prompted, click **Yes** or **OK** to continue. If you do not have an existing signature, click the **New** button.



- When prompted, type a new name for the new signature and click **OK**.



- Paste the new signature template you copied from step 1 in this document into the Edit Signature box.



7. Type over the signature block template to customize it with your name, title, etc.

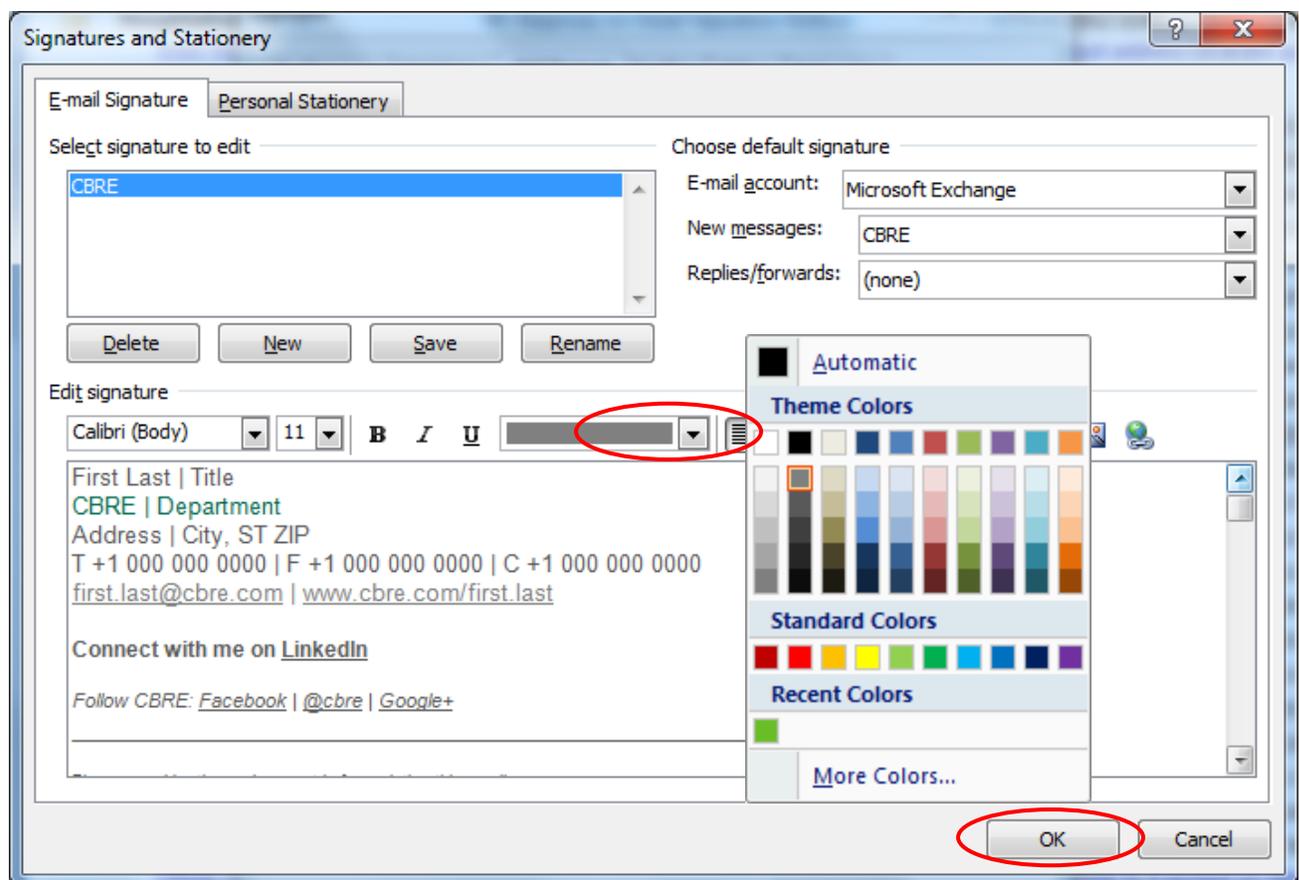
If you do not have or do not want to link to your LinkedIn account, you may delete that reference.

If your office has a local Twitter account and you want to add that link, please contact your local marketing SPOC.

If you do not have a profile page on cbre.com, please use www.cbre.com

Please keep the corporate Facebook, @cbre and Google+ links.

If any of the links turn blue when you edit them, you can re-set them to grey by selecting the text, opening the color palette and choosing the grey in the top row, second column. To open the color palette, click on the arrow in the center of the window.



8. When you are done, click **OK**.
9. Click **OK** to close the Signature box.
10. Click **OK** to close the Options box.
11. Within Outlook, start a new email message and verify the signature block is complete.

If you have questions or problems, please contact the Global IT Service Desk at 877.435.7547 or 214.438.8500.