

Email Signature Guidelines and Instructions

The SSM Health name and brand represent who we are to patients, members and potential partners. That's why it's important that our brand be displayed consistently across all mediums. It also reinforces that we are all part of one unified ministry.

As an extension of our brand, we ask that all employees use our standard branded email signature, which includes the appropriate logo and our Mission statement.

- Please do not modify this format by changing the font type, size, or color – or by making additions to your signature block, such as adding quotes, images, links to other websites, etc.
- Please also use the full, correctly branded name of your ministry, ie: SSM Health St. Mary's Hospital - St. Louis not: St. Mary's Hospital, SSM St. Mary's Hospital, or SSM St. Mary's Health Center.

To update your email signature, please review the templated formats below. Then, follow the step-by-step instructions on Page 4 to update your email signature in Outlook or on your mobile device.

If you have any questions, please contact your local marketing and communications representative, or email [SSM Health Brand Support](#).

Standard Email Signature (10-pt Arial font)

Name | Title – Department
Ministry Name

Full address
Phone: 123-123-1234 ext.123
Cell: 123-123-1234
Fax/Pager: 123-123-1234
email@email.com
ssmhealth.com



SSMHealth | Through our exceptional health care services,
we reveal the healing presence of God.

(Examples of proper use and step-by-step instructions on following pages)

Examples of proper use:

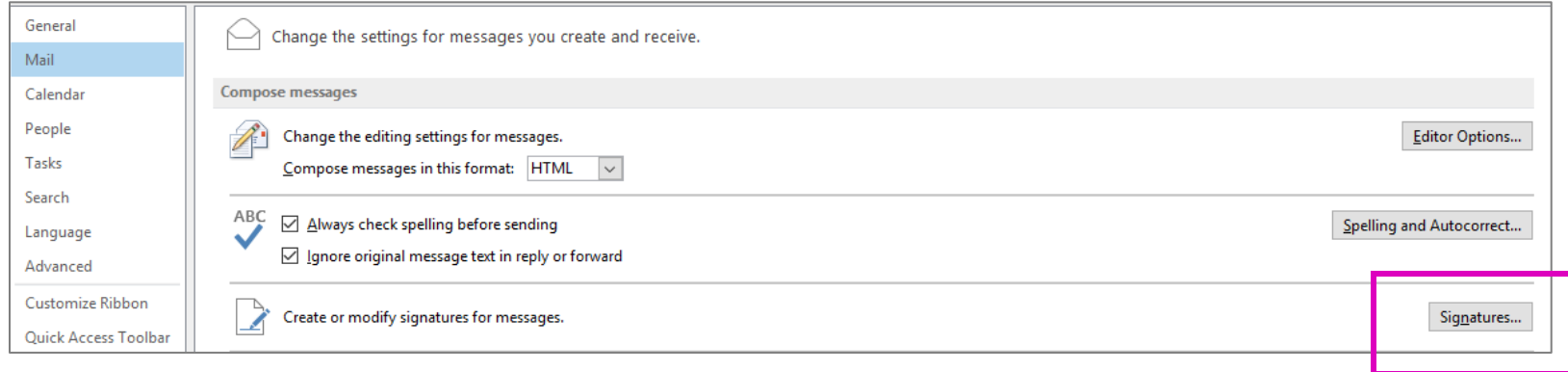
<p>John Smith Medical Assistant SSM Health Medical Group Family Medicine Drs. Samuel Smith, Susie Johnson and John Lane</p> <p>100 W. Main St. Oklahoma City, OK 73102 Phone: 123-123-1234 ext.123 Cell: 123-123-1234 email@email.com ssmhealth.com</p>  <p>SSMHealth. Through our exceptional health care services, we reveal the healing presence of God.</p>	<p>John Smith Radiology Technician – Mammography SSM Health Breast Care Drs. Samuel Smith, Susie Johnson and John Lane</p> <p>1101 Bowles Ave. Fenton, MO 63026 Phone: 123-123-1234 ext.123 Cell: 123-123-1234 email@email.com ssmhealth.com</p>  <p>SSMHealth. Through our exceptional health care services, we reveal the healing presence of God.</p>
<p>John Smith Scheduler – Patient Access SSM Health Good Samaritan Hospital - Mt. Vernon</p> <p>1 Good Samaritan Way Mt. Vernon, IL 62864 Phone: 123-123-1234 ext.123 Cell: 123-123-1234 email@email.com ssmhealth.com</p>  <p>SSMHealth. Through our exceptional health care services, we reveal the healing presence of God.</p>	<p>Sue Smith, RN Staff Nurse SSM Health Dean Medical Group Endocrinology Samuel Smith, MD</p> <p>1313 Fish Hatchery Road Madison, WI 53715 Phone: 123-123-1234 ext.123 Cell: 123-123-1234 email@email.com ssmhealth.com</p>  <p>SSMHealth. Through our exceptional health care services, we reveal the healing presence of God.</p>

Acceptable Alternative Email Signatures:

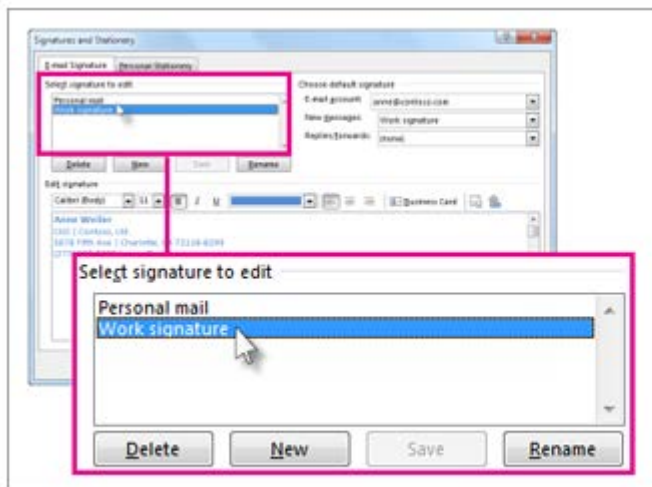
<p><u>Illinois region:</u></p> <p>Name Title – Department Ministry Name</p> <p>Full address Phone: 123-123-1234 ext.123 Cell: 123-123-1234 Fax/Pager: 123-123-1234 email@email.com ssmhealth.com</p>  <p>SSMHealth. <i>In partnership with the Felician Sisters</i></p>	<p><u>SSM Health at Home:</u></p> <p>Name Title – Department SSM Health at Home</p> <p>Full address Phone: 123-123-1234 ext.123 Cell: 123-123-1234 Fax/Pager: 123-123-1234 email@email.com ssmhealth.com</p>  <p>SSMHealth. Through our exceptional health care services, we reveal the healing presence of God. <i>at Home</i></p>
<p><u>Dean Health Plan:</u></p> <p>Name Title – Department Dean Health Plan</p> <p>Full address Phone: 123-123-1234 ext.123 Cell: 123-123-1234 Fax/Pager: 123-123-1234 email@email.com deancare.com</p>  <p>DeanHealthPlan. A member of SSM Health</p>	<p><u>SSM Health Cardinal Glennon Children’s Hospital:</u></p> <p>Name Title – Department SSM Health Cardinal Glennon Children’s Hospital</p> <p>Full address Phone: 123-123-1234 ext.123 Cell: 123-123-1234 Fax/Pager: 123-123-1234 email@email.com cardinalglennon.com</p>  <p>Through our exceptional health care services, we reveal the healing presence of God.</p>

Instructions for updating your email signature in Outlook

1. Click **File > Options > Mail > Signatures**.



2. Click the signature you want to edit, and then make your changes in the **Edit signature** box.
3. **Copy and paste** the appropriate SSM Health signature template listed above and customize it with your personal information. **Be sure to change the font to Arial, 10 pt.**
4. When you're done, select **OK**.



Please note:

For web-based Outlook and mobile applications, images will not display correctly in your email signature and should be removed. Please use the following format for all web-based applications:

Name | Title – Department
Ministry Name

Full address
Phone: 123-123-1234 ext.123
Cell: 123-123-1234
Fax/Pager: 123-123-1234
email@email.com
ssmhealth.com