

New Email Signature Template

Bioventus All Employees

Creating a Signature in Outlook

1. Open a new message. On the Message tab, in the Include group, click Signature, and then click Signatures.



2. On the E-mail Signature tab, click New.
3. Type a name for the signature, and then click OK.
4. Copy the correct Bioventus Signature template below.
5. In the Edit signature box, paste the Bioventus Signature you just copied type the text for your name and contact info you want to include in the signature.

Name
Job Title



D: 919-474-0000
M: 919-123-4567

first.last@bioventus.com
www.bioventus.com

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Contact: [Scott Petrie](#) if you need further assistance.