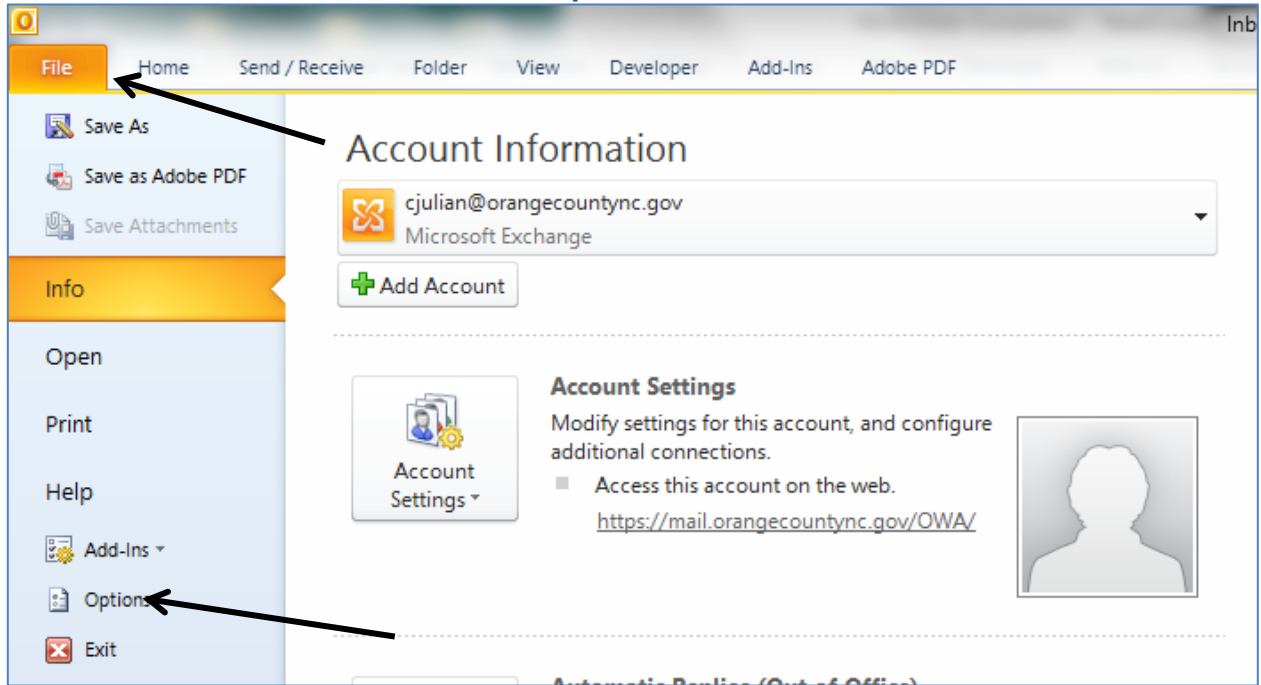


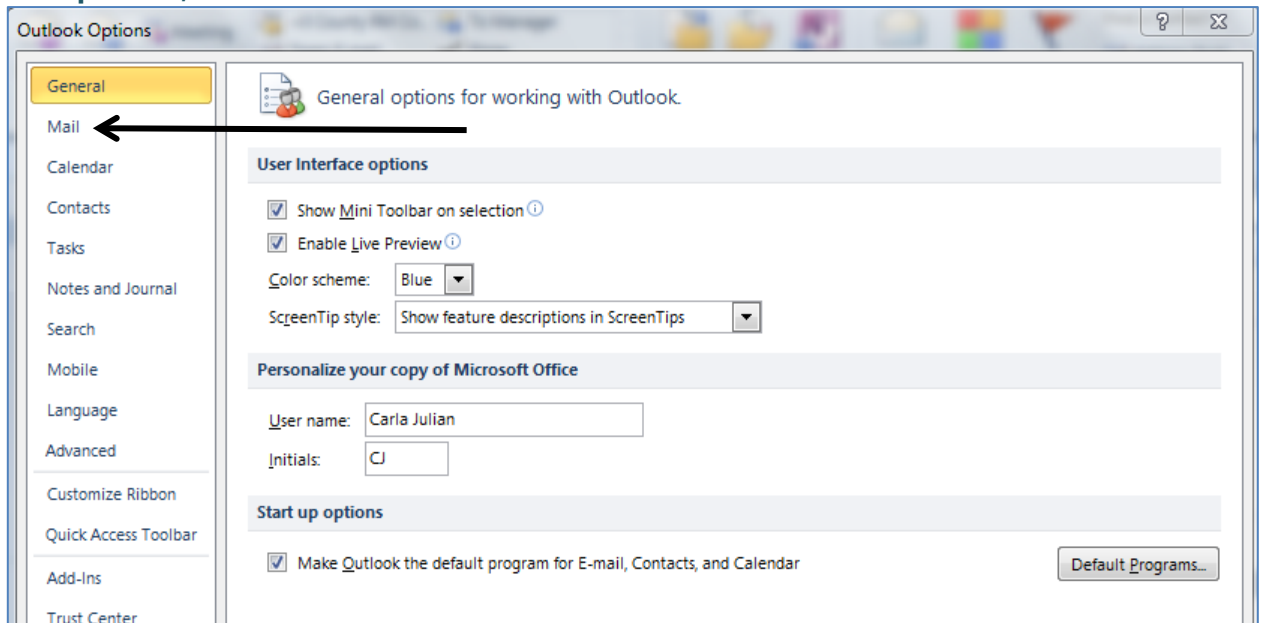
# Orange County Health Department

## Adding the Confidentiality Notice to Your Email Signature

In Outlook, Click on "File" then "Options"

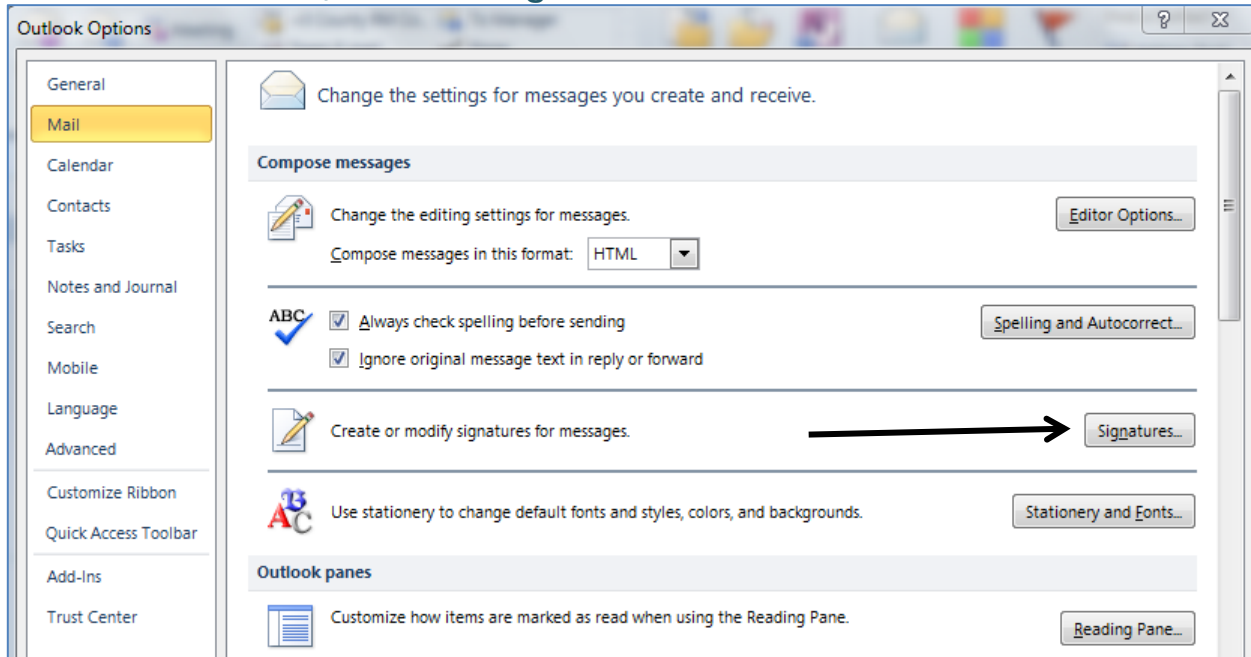


In Options, click on "Mail"

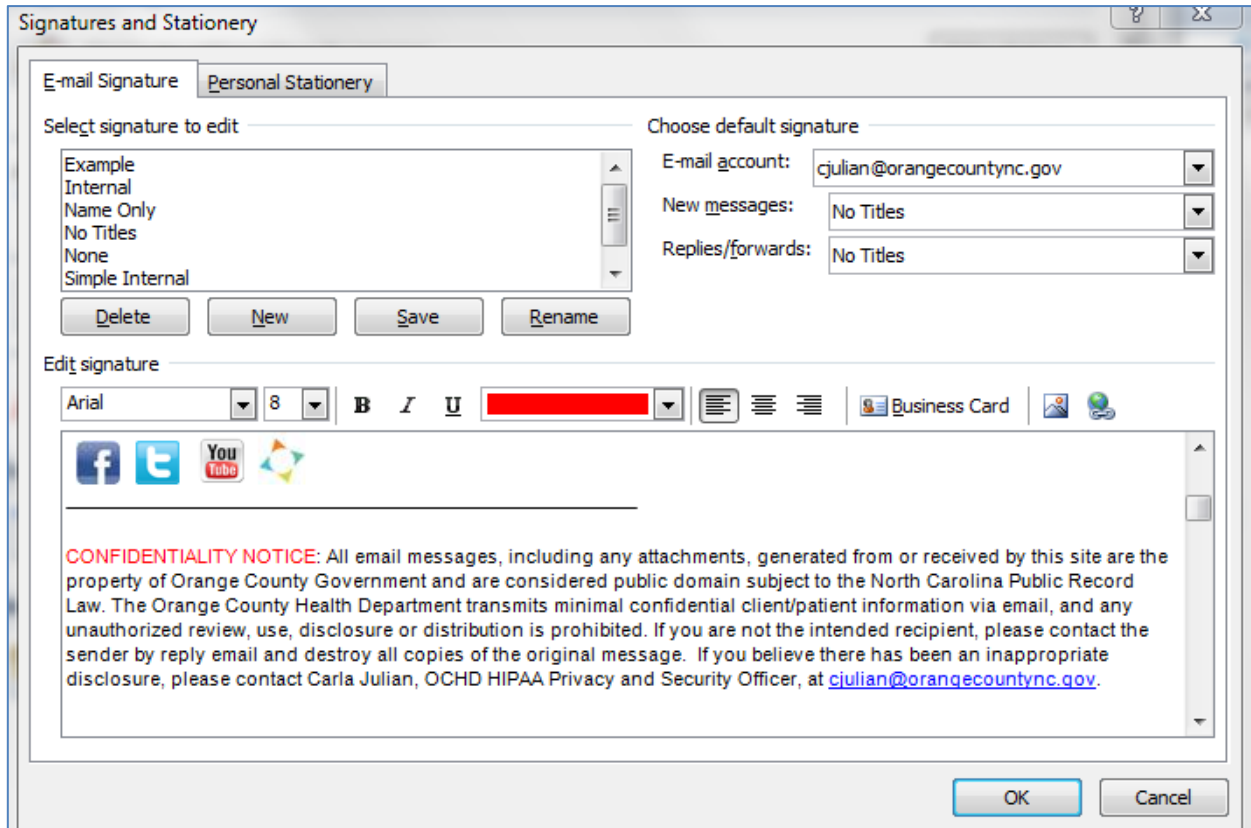


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In the Mail window, click on "Signatures"

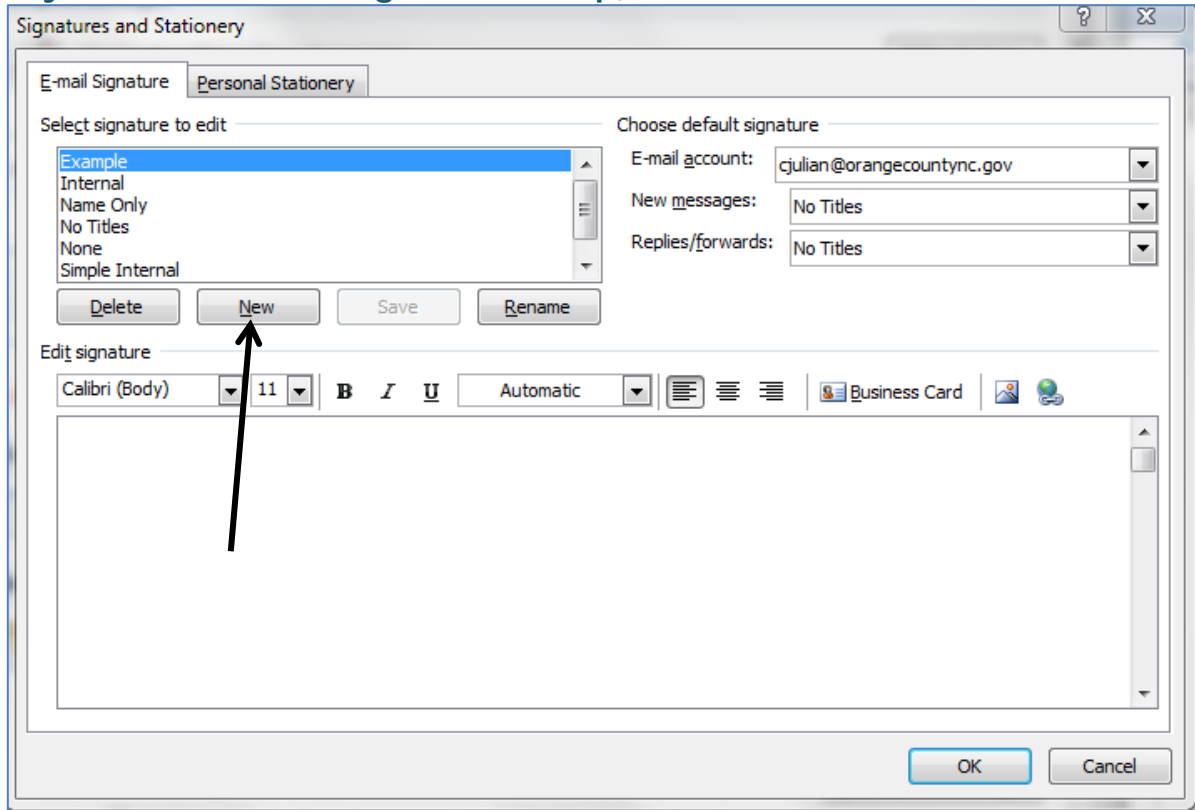


If you already have a signature with the logo set up, just add the Confidentiality Notice below the logo. You can also put a space after the logo and reduce the notice font.

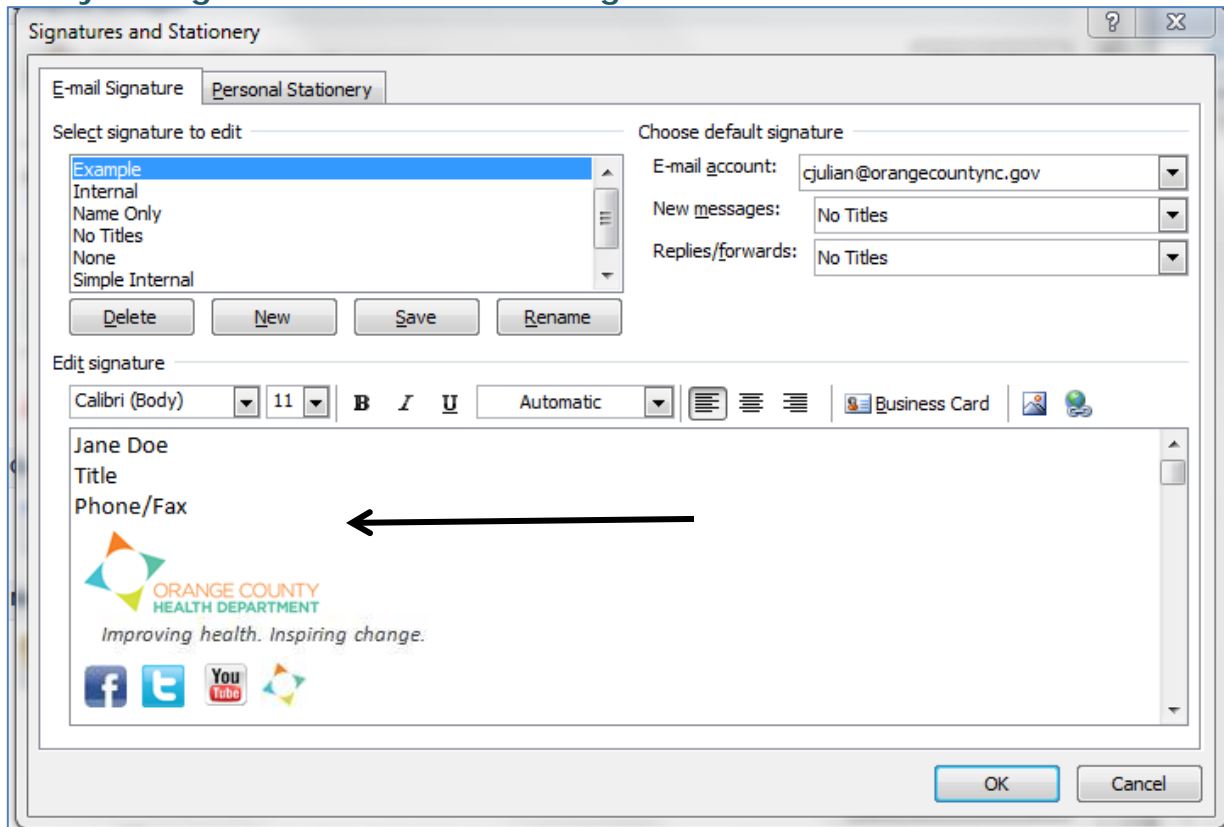


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If you do not have a signature set up, click "New"

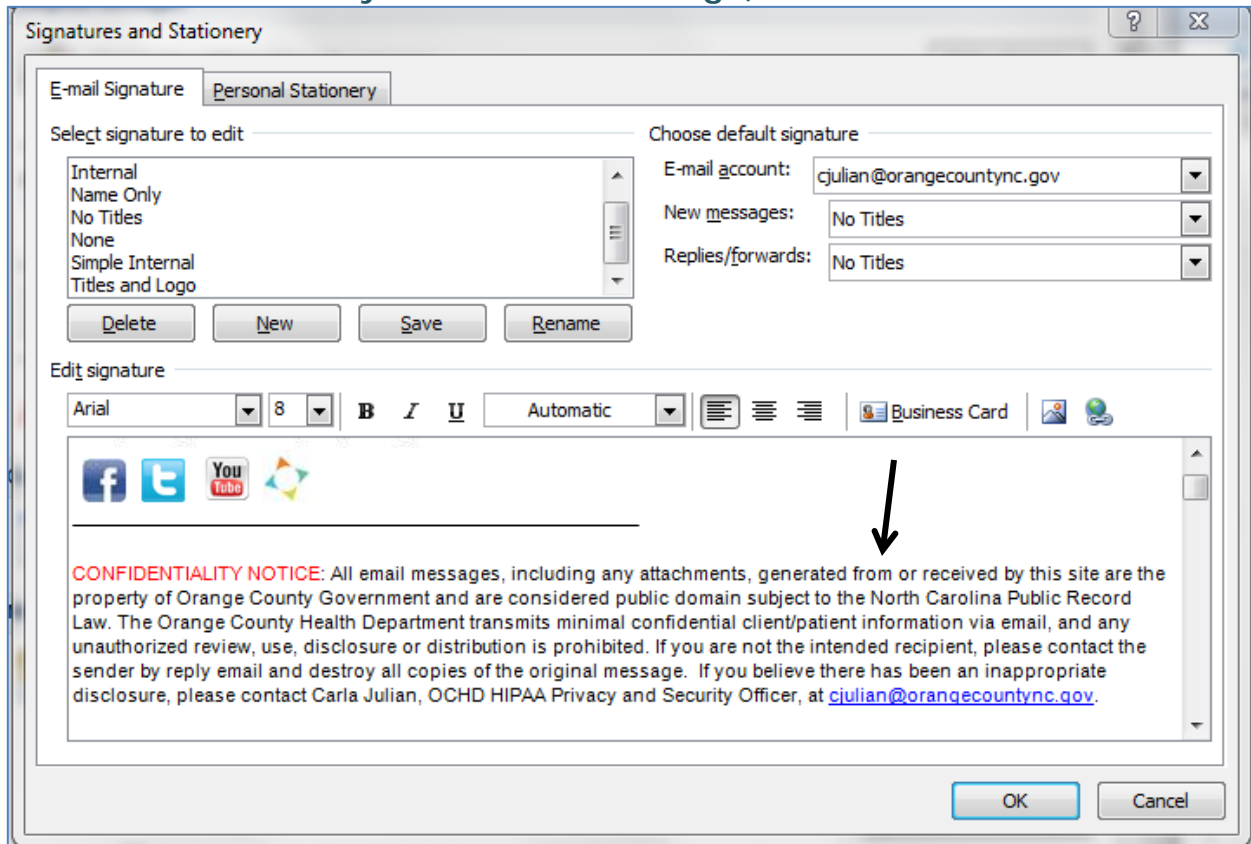


Add your signature and the OCHD logo



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Add the confidentiality notice below the logo, then click "Save" and "Ok"



If you have questions about the OCHD Logo, please contact Kristin Prelipp, Communications Manager.

If you have questions about the Confidentiality Notice, please contact Carla Julian, HIPAA Privacy and Security Officer.