Metro North Email Signature block


Metro North HHS has a standard email signature block to ensure the consistent and professional presentation of emails. The only font that can be used is Arial. Copy and paste the signature block below, including the Facebook, Twitter and LinkedIn images into Outlook.

First name Surname
Position title
Business unit
Floor, Street number and name
Building/Facility
Suburb Qld post code
Ph: (07) phone number
emailaddress@health.qld.gov.au
metronorth.health.qld.gov.au

How to add the email signature block in Outlook 2010 and Outlook 2016

1. Copy the email signature block above.
2. Go to Outlook > Click on New E-mail.
3. Click on Signature in the ribbon > Signatures.
4. Click New > Fill in the 'Type a name for this signature' box and click OK.
5. Paste the email signature block with the selection 'keep source formatting' in the blank Edit signature box.
6. Fill in your details and click OK. Your new email signature block should appear next time you send an email.

How to add the email signature block in Outlook 2003

1. Copy the email signature above.
2. From your Outlook inbox click on Tools.
3. Select Options from the drop-down menu.
4. Click on the Mail Format tab.
5. Click on Signatures button at the bottom of the box.
6. Click on the New button.
7. Enter a name for your signature and ensure the 'Start with a blank signature' option is selected.
8. Click Next.
9. Paste the current Signature block using the 'keep source formatting' selection into the blank text box and update with your details. Check to make sure that your font selection is Arial.
10. Click Finish and then Click OK - The name of your new signature will appear in the signature for new messages field. If you want this signature to appear in replies and forwarded emails, choose your signature name from the drop-down box.
11. Click Apply and click OK.

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