

To create your email signature:

1. Select **Settings (wheel icon at top right) > View all Outlook settings > Mail > Compose and reply.**
2. Copy and paste the full signature below (including the section about wire fraud). Be sure to change your personal information and Save.
3. Click through to make sure the links are working. If they aren't, highlight the link and click Control+K. That will open the hyperlink box.

For your email address the link should look like this:

<mailto:yourfirstname@thegurleyteam.com>

The website links are:

<http://www.thegurleyteam.com> and <http://www.thegurleyteamcareers.com>

***Jane Smith***

*Solid Source Realty GA*

*404.123.4567*

[Jane@TheGurleyTeam.com](mailto:Jane@TheGurleyTeam.com)

[www.TheGurleyTeam.com](http://www.TheGurleyTeam.com)

Zillow Premier Agents



Interested in becoming a part of our dynamic and growing team?

Please visit [The Gurley Team Careers](http://www.thegurleyteamcareers.com).

Wire fraud is a serious issue. Criminals are constantly developing new and intricate ways to perpetrate wire fraud. Do not send wiring instructions over email.

Before wiring any money to a recipient, you should independently verify the wiring instructions by calling the intended recipient. *Do not* rely on the telephone provided in the email. Instead, research the telephone number independently. NOTE: The Gurley Team will **never** send you wiring instructions. If you receive any correspondence that appears to be from myself or any other team member, please call me immediately.