

Something to write home about.

An instructional guide to
customize and set your email
signature.

Introduction.

Email signatures are a small way we can unite our team and continue to amplify what we're doing. Below, you will find an email signature template where you can personalize the pieces and make it your own, while staying connected to the Walmart family.

Simply copy and paste the template into your Outlook signature, add some fun facts and hyperlink the logo. By adding a few fun facts, you'll immediately help people get to know you and add to the overall email experience.

Personalize your email template.

General email signature:

First and last name

Team Name | Job Title

888-888-8888 | [email address here please](#)



Read: [Article name with link here »](#)

Example:

Jessica Agarwal

People Experience | Brand Lead

888-888-8888 | [email address here please](#)



Read: [Article name with link here »](#)

Team name signature:

Use the logo lockup document [here](#) to create a team name lockup to insert into one of the email signatures below.

First and last name

Word 1 | Word 2 | Word 3

888-888-8888 [email address here please](#)



Read: [Article name with link here »](#)

Example:

Jessica Agarwal

Tree-hugger | Dreamer | Brand Builder

888-888-8888 [email address here please](#)



Read: [Article name with link here »](#)

Brand-specific team:

Want to rep your brand? Be sure to include your brand's logo (or emoji!) in the lockup.

Jet team:

First and last name

Word 1 | Word 2 | Word 3

888-888-8888 [email address here please](#)

[Facebook](#) | [Instagram](#) | [Twitter](#) | [JetTech](#)



Example:

Christine Reilly

Baker | Yogi | Member Services Specialist

888-888-8888 christine.reilly@jet.com

[Facebook](#) | [Instagram](#) | [Twitter](#) | [JetTech](#)



Walmart Labs team:

First and last name

Word 1 | Word 2 | Job Title

888-888-8888 [email address here please](#)



Example:

Lindsay Williams

Gamer | Coffee Enthusiast | Developer

858-361-2197 lindsay.williams@walmart.com



Sam's Club team:

First and last name

Word 1 | Word 2 | Job Title

888-888-8888 [email address here please](#)



Example:

Christine Reilly

Baker | Yogi | Member Services Specialist

888-888-8888 [email address here please](#)



Talent Acquisition team:

First and last name

Title or Position

888-888-8888 [email address here please](#)

[Walmart Careers](#) | [Linkedin](#) | [Glassdoor](#)



Example:

Christine Reilly

Recruiter

888-888-8888 christine.reilly@jet.com

[Walmart Careers](#) | [Linkedin](#) | [Glassdoor](#)



First and last name

Title or Position

888-888-8888 [email address here please](#)

[Walmart Careers](#) | [Linkedin](#) | [Glassdoor](#)



Example:

Christine Reilly

Recruiter

888-888-8888 christine.reilly@jet.com

[Walmart Careers](#) | [Linkedin](#) | [Glassdoor](#)



First and last name

Title or Position

888-888-8888 [email address here please](#)

[Walmart Careers](#) | [Linkedin](#) | [Glassdoor](#)



Example:

Christine Reilly

Recruiter

888-888-8888 christine.reilly@jet.com

[Walmart Careers](#) | [Linkedin](#) | [Glassdoor](#)



Don't see your department listed?

No problem! We've developed a document to help you build your own team lockup. Use the logo lockup document [here](#) to create a logo lockup to insert into one of the email signatures above.

Quick tips

- Choose Helvetica font.
- Font size 11
- First and Last name in Bold

Steps to customize your Outlook signature:

- Click "New E-mail" icon under "Home" tab
- Click the "Signature" icon, and then select "Signatures" from the drop-down menu
- In the top left box, choose the signature you wish to edit
- Copy and paste the email signature template into the bottom box
- Add fun facts that fit your personality/Customize with your department and title
- Delete the fake email and retype your email address in
- Add your phone number
- Next, Hyperlink the logo by right-clicking on it and selecting the hyperlink icon
- Click "OK" and open up a new email to enjoy your new signature.
- Please test it with a friend so you can double check all is ok and in working order.

Have any other questions?

Reach out to associatebrand@walmart.com for more assistance.