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 teams and amplify what we’re doing. Our official email signature lets you offer some personalization while staying connected to the Walmart family.

Simply copy and paste the template into your Outlook signature to begin editing. Then, add a few fun facts about yourself. You’ll immediately help people get to know you and add to the overall email experience.

We utilize the Calibri typeface as all email clients can recognize it. Bogle is not viewable in email by those outside Walmart.

Personalize your email template.

**General signature to non-Walmart recipients:**

First and last name  
Team Name | Job Title  
888-888-8888 | email address here please  
Walmart | People Communications

*Example:*  
Jessica Agarwal  
People Experience | Brand Lead  
888-888-8888 | jessica.agarwal@walmart.com  
Walmart | People Communications

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

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**Personalized signature:**  
Use the DIY logo tool on the Associate Brand Center to create an official Walmart logo. Please note that these are the only approved logos for use.

First and last name  
Word 1 | Word 2 | Word 3  
888-888-8888 | email address here please  
People Communications

*Example:*  
Jessica Agarwal  
Tree-hugger | Dreamer | Brand Builder  
888-888-8888 | jessica.agarwal@walmart.com  
People Communications

Read: [Article name with link here »](#)  
Read: [America’s CEOs have a new spokesman »](#)
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  christine.reilly@samsclub.com

Talent Acquisition team, full logo:

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@walmart.com
Walmart Careers | Linkedin | Glassdoor

Walmart ✯ Talent Acquisition

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@walmart.com
Walmart Careers | Linkedin | Glassdoor

✯ Talent Acquisition

Don’t see your department listed?

No problem! We’ve developed a document to help you build your own official logo. Just visit associatebrand.walmart.com to download it now!

Quick tips

• Choose Calibri font
• Font size 11
• First and Last name in Bold
Steps to customize your Outlook signature:

<table>
<thead>
<tr>
<th>Apple computers</th>
<th>PC computers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click “New E-mail” icon under “Home” tab</td>
<td>1. Click “New E-mail” icon under “Home” tab</td>
</tr>
<tr>
<td>2. Click the “Signature” icon, and then select &quot;Edit Signatures... &quot; from the drop-down menu</td>
<td>2. Click the &quot;Signature&quot; icon, and then select &quot;Signatures...&quot; from the drop-down menu</td>
</tr>
<tr>
<td>3. Select the signature from the Signature Names window and click “Edit”</td>
<td>3. Copy and paste the email signature template into Signature Preview window</td>
</tr>
<tr>
<td>4. Copy and paste the email signature template into Signature Preview window</td>
<td>4. Customize with your department and title</td>
</tr>
<tr>
<td>5. Customize with your department and title</td>
<td>5. Delete the sample email address + phone number and retype your information in</td>
</tr>
<tr>
<td>6. Delete the sample email address + phone number and retype your information in</td>
<td>6. Next, hyperlink the logo by highlighting it and selecting the hyperlink icon</td>
</tr>
<tr>
<td>7. Next, hyperlink your email address by right-clicking on it and selecting the hyperlink icon</td>
<td>7. Click “OK” and open up a new email to enjoy your new signature</td>
</tr>
<tr>
<td>8. Click “Ok” and open up a new email to enjoy your new signature</td>
<td>8. Please test it with a friend so you can double check all is ok and in working order</td>
</tr>
<tr>
<td>9. Please test it with a friend so you can double check all is ok and in working order</td>
<td></td>
</tr>
</tbody>
</table>