

How to use the LCMC Health email signature template:

1. Modify the template below by entering your personal contact information for your email signature. Only change the text. Do not change spacing, colors or font size.
 - a. **O** is your main office number
 - b. **C** is your cell phone number (if you do not want to include this number, delete this line)
 - c. **D** is your direct work/office telephone number
 - d. **F** is your fax number
2. We invite team members to add their pronouns to their email signatures. Examples of pronouns include: he/him, she/her, they/them, ze/hir, she/they, or he/they. Want to learn more about pronouns? Complete the online module Advancing a Culture of Belonging: Sexual Orientation and Gender Identity (SOGI) in the Learning Center, or visit pronouns.org.
3. Highlight your updated email signature below and copy it. (Click CTRL and C)
4. Open Outlook.
5. Click "File," then "Options."
6. Click the "Mail" tab, then click the "Signatures" button (it should be the third one from the top).
7. Click "New." Name your new signature "Approved" Click "OK."
8. Paste the email signature you created and copied from this word document. (Click CTRL and V)
9. Go to the "Choose default signature" area on the right. Select the "Approved" signature option in the "New messages" and "Replies/forwards" boxes.
10. Click "OK" to save your new signature.

Note: Hyperlinks for email and websites may switch to default (blue) formatting when copy is pasted into email signature fields in email applications. The hyperlink style may need to be changed to reflect the correct color. This only needs to be done once on each workstation.

No logos should be added to the email signature.

Standard example

Firstname Lastname, MD (pronoun)

Title line 1

If more than one title, place additional titles on separate lines

Entity Name

Address line 1

Address line 2

City, LA 00000

O 000.000.0000

C 000.000.0000

D 000.000.0000

F 000.000.0000

firstname.lastname@LCMChealth.org

LCMChealth.org

Reply email

Reply emails can use the same email signature as your initial, or a shortened version in the same format. The reply email signature can remove address, email and website. Example below:

FirstName LastName (pronoun)

Title line

Organization

O 000.000.0000

C 000.000.0000

LCMC Health and hospital examples follow in alphabetical order for you to copy and paste into Outlook.

LCMC Health – Energy Centre

Firstname Lastname (pronoun)

Title line 1

LCMC Health

1100 Poydras St.
Suite 2500
New Orleans, LA 70163

O 000.000.0000

C 000.000.0000

D 000.000.0000

F 000.000.0000

firstname.lastname@LCMHealth.org
LCMHealth.org

LCMC Health – Westpark

Firstname Lastname (pronoun)

Title line 1

LCMC Health

3401 General DeGaulle Dr.
New Orleans, LA 70124

O 000.000.0000

C 000.000.0000

D 000.000.0000

F 000.000.0000

firstname.lastname@LCMHealth.org
LCMHealth.org

Children's Hospital New Orleans

Firstname Lastname (pronoun)

Title line 1

Children's Hospital New Orleans

200 Henry Clay Ave.
New Orleans, LA 70118

O 000.000.0000

C 000.000.0000

D 000.000.0000

F 000.000.0000

firstname.lastname@LCMHealth.org
chnola.org

East Jefferson General Hospital

Firstname Lastname (pronoun)

Title line 1

East Jefferson General Hospital

4200 Houma Blvd.
Metairie, LA 70006

O 000.000.0000

C 000.000.0000

D 000.000.0000

F 000.000.0000

firstname.lastname@LCMHealth.org
ejgh.org

Lakeside Hospital

Firstname Lastname (pronoun)

Title line 1

Lakeside Hospital

4700 South I-10 Service Rd. W.

Metairie, LA 70001

O 000.000.0000

C 000.000.0000

D 000.000.0000

F 000.000.0000

firstname.lastname@LCMHealth.org

lakesidehospital.com

Lakeview Hospital

Firstname Lastname

Title line 1

Lakeview Hospital

95 Judge Tanner Blvd.

Covington, LA 70433

O 000.000.0000

C 000.000.0000

D 000.000.0000

F 000.000.0000

firstname.lastname@LCMHealth.org

lakeviewhospital.com

New Orleans East Hospital

Firstname Lastname (pronoun)

Title line 1

New Orleans East Hospital

5620 Read Blvd.

New Orleans, LA 70127

O 000.000.0000

C 000.000.0000

D 000.000.0000

F 000.000.0000

firstname.lastname@LCMHealth.org

noehospital.org

Touro

Firstname Lastname (pronoun)

Title line 1

Touro

1401 Foucher St.

New Orleans, LA 70115

O 000.000.0000 x0000

C 000.000.0000

D 000.000.0000 x0000

F 000.000.0000 x0000

firstname.lastname@LCMHealth.org

touro.com

Tulane Medical Center

Firstname Lastname (pronoun)

Title line 1

Tulane Medical Center

1415 Tulane Ave.
New Orleans, LA 70112

O 000.000.0000

C 000.000.0000

D 000.000.0000

F 000.000.0000

firstname.lastname@LCMHealth.org

tulanemedicalcenter.org

West Jefferson Medical Center

Firstname Lastname (pronoun)

Title line 1

West Jefferson Medical Center

1101 Medical Center Blvd.
Marrero, LA 70072

O 000.000.0000

C 000.000.0000

D 000.000.0000

F 000.000.0000

firstname.lastname@LCMHealth.org

wjmc.org

University Medical Center New Orleans

Firstname Lastname (pronoun)

Title line 1

University Medical Center New Orleans

2000 Canal St.
New Orleans, LA 70112

O 000.000.0000

C 000.000.0000

D 000.000.0000

F 000.000.0000

firstname.lastname@LCMHealth.org

umcno.org