How to update your electronic signature

Our email is one of the vehicles with the most significant reach in terms of daily impressions, getting to a broad range of stakeholders. For that reason, we must use an email signature that shows an institutional image, avoiding using the signature to promote either internal or external campaigns.
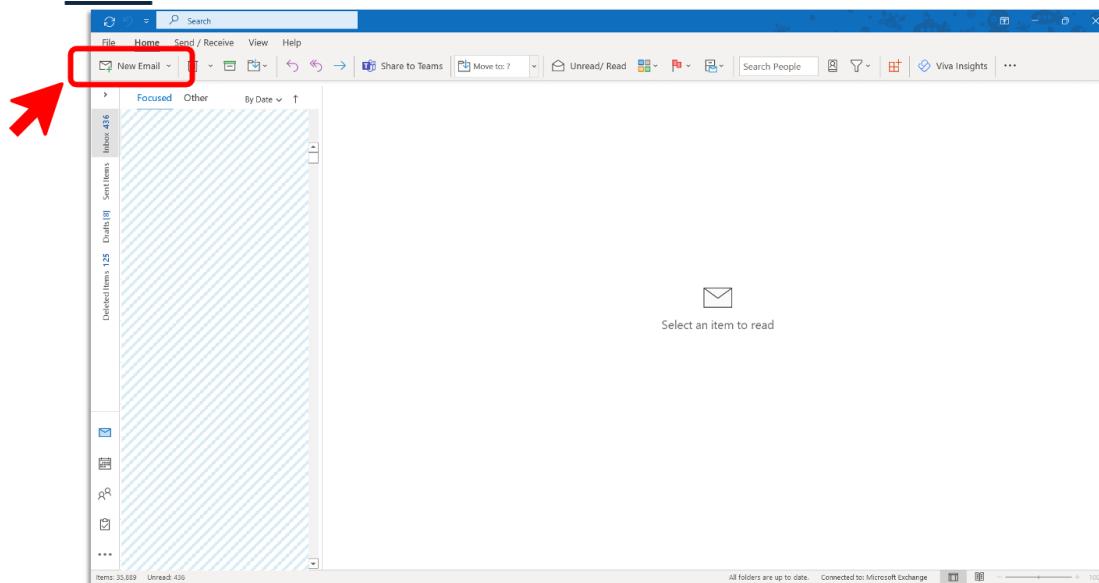
Please use our company's official electronic signature design to maintain consistent brand awareness through all of our digital outreach and help show our brand's strength to all our audiences.

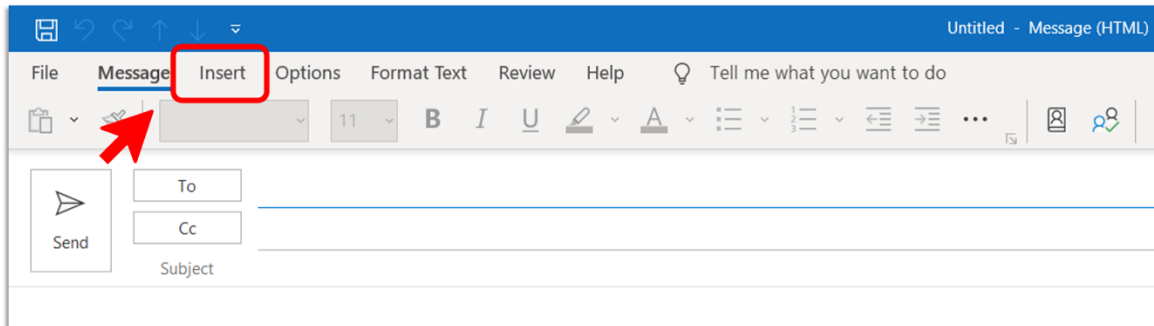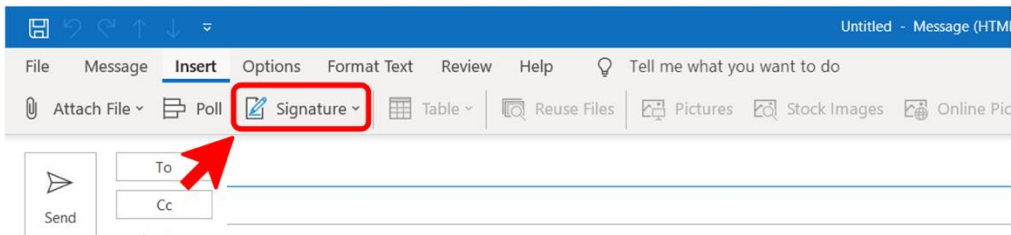Follow the next steps to easily update it:
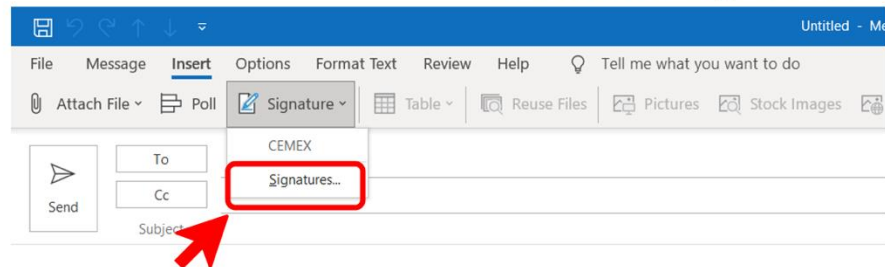
1. Open Outlook

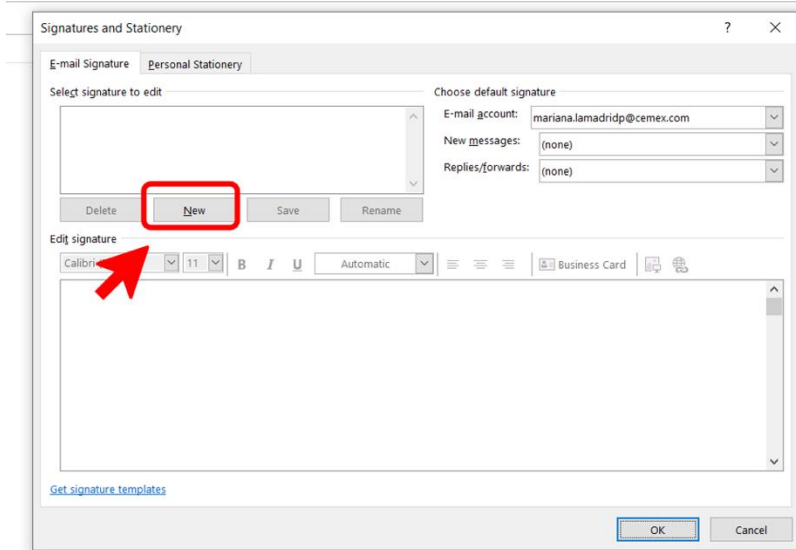## 2. Create a New Email

3. In the top menu, click on Insert

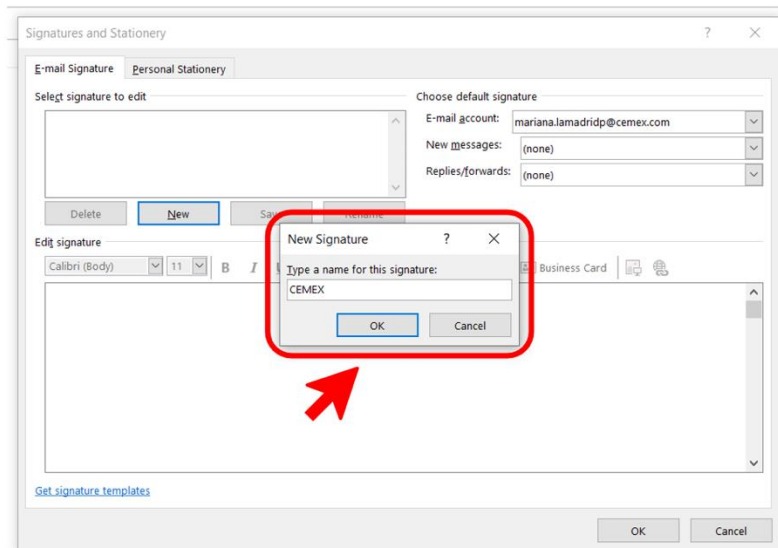# 3. Click on Signature

and then on Signatures...

4. Create a New Signature

5. Name your signature (ex. CEMEX)

Full Name
Position -   Area
Of: (000) 000 0000 – CEMEX Net: 000000000
email@cemex.com | www.cemex.com
Follow CEMEX on Twitter and Facebook

Please consider the environment before printing this email.

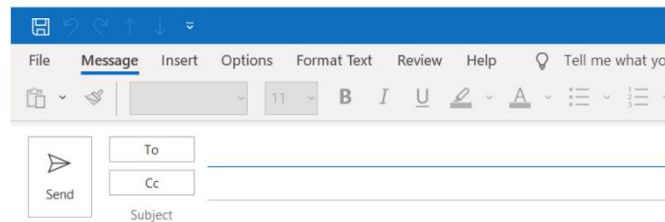## 7. Paste the official CEMEX signature into the bottom box

8. Edit your information
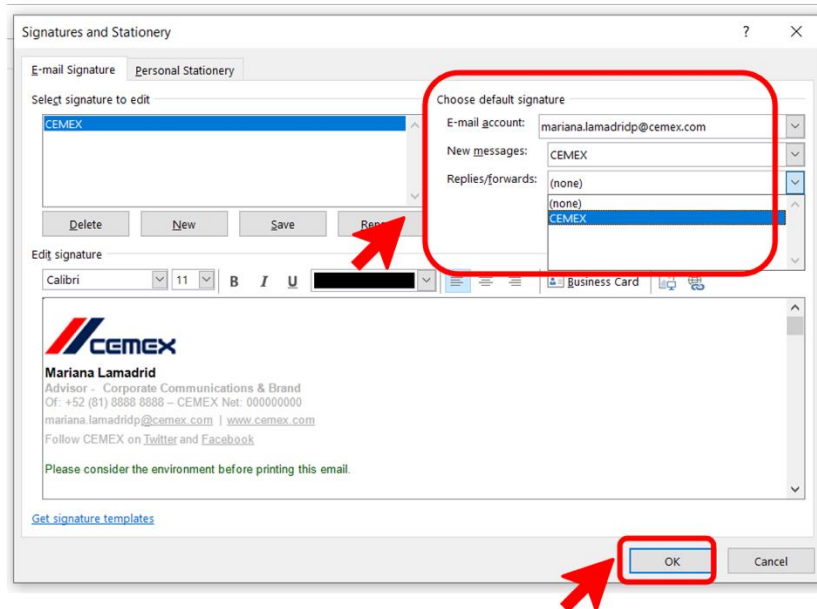
10. Click OK and you're all set!

Your official CEMEX signature should automatically appear each time you create a new email.