

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.

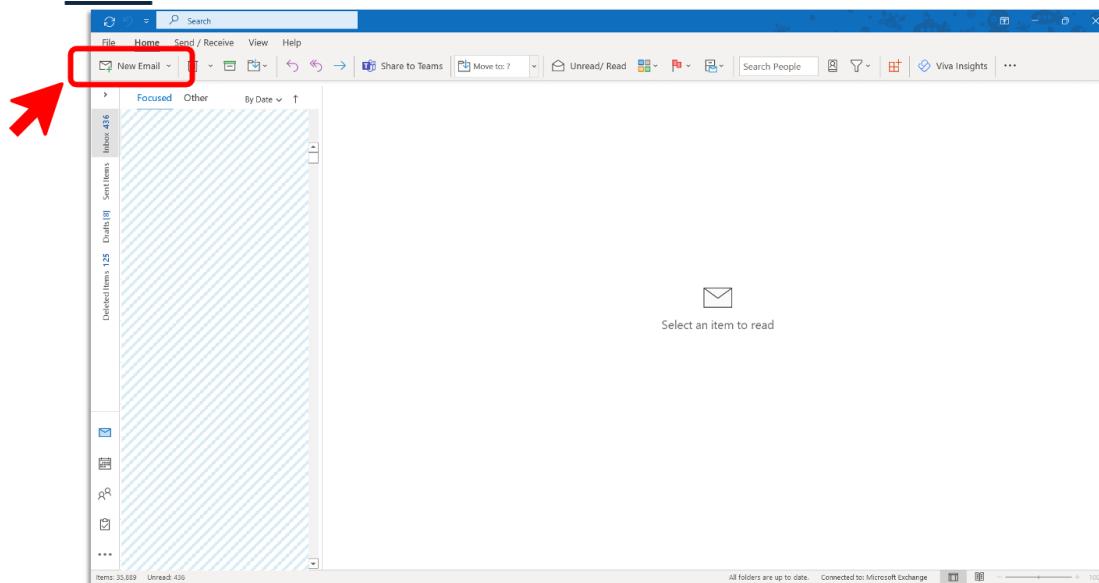
Please use our company's official electronic signature design to maintain consistent brand awareness through all of our digital outreach and help show our brand's strength to all our audiences.

Follow the next steps to easily update it:

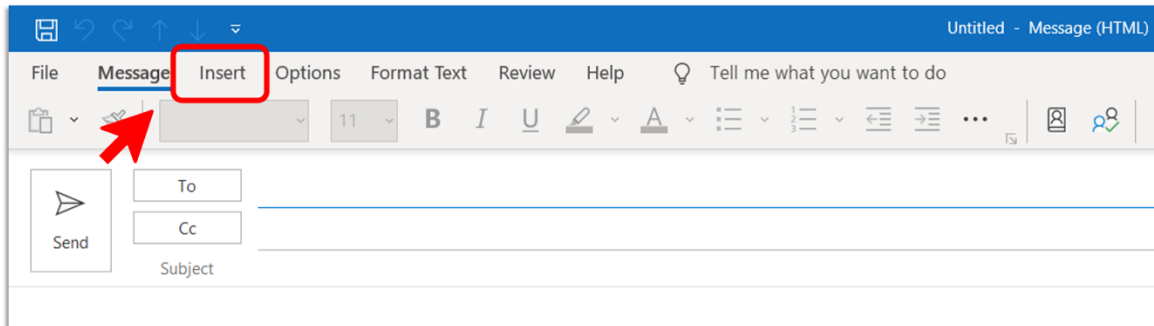
1. Open Outlook



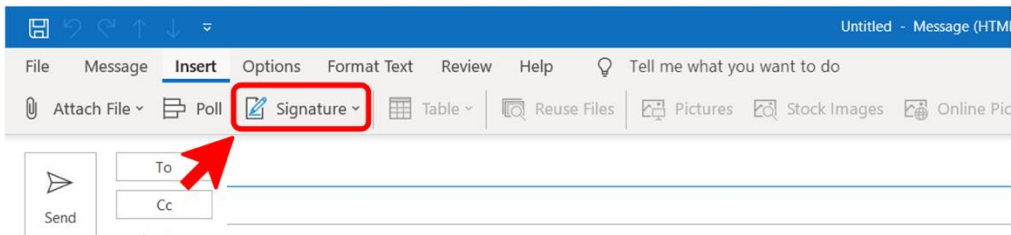
2. Create a New Email



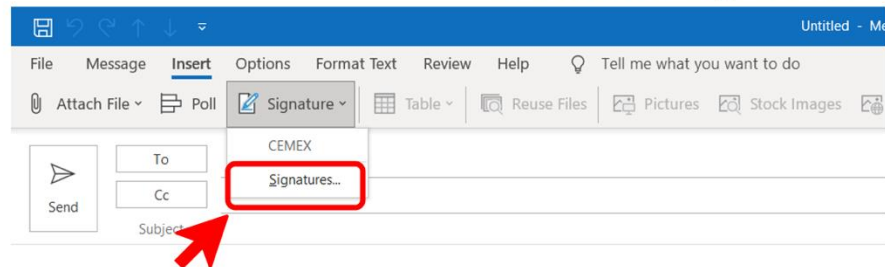
3. In the top menu, click on Insert



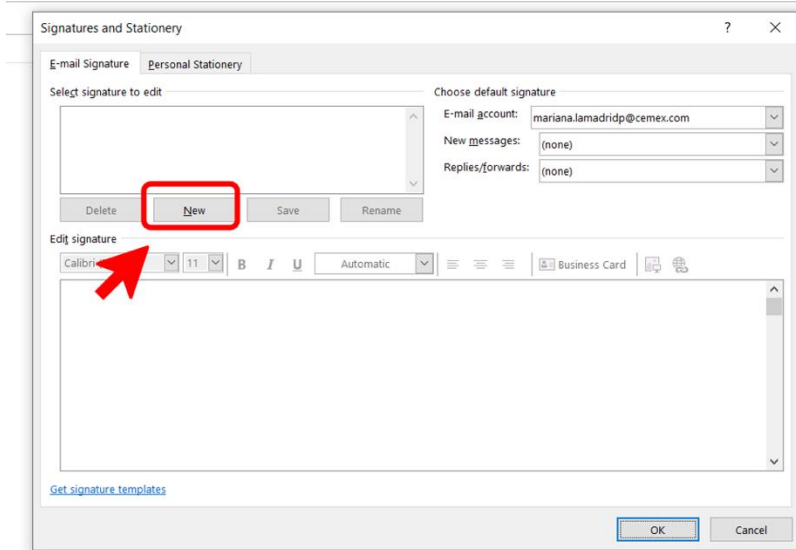
3. Click on Signature



and then on Signatures...

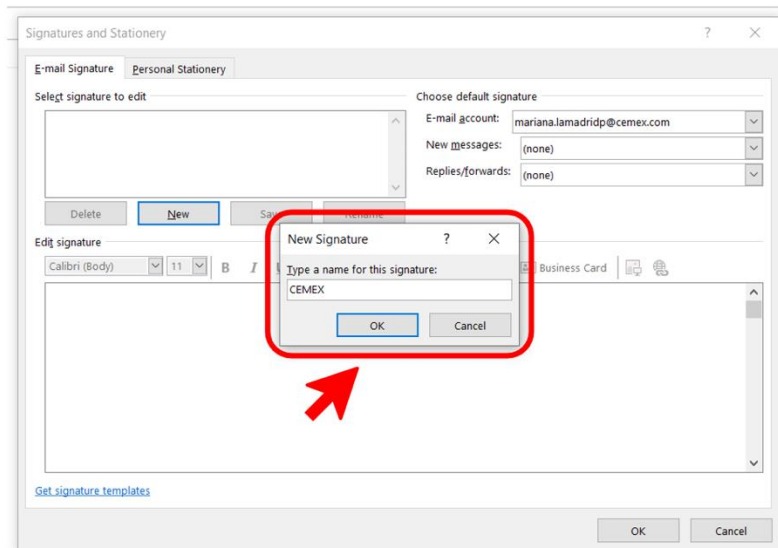


4. Create a New Signature



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5. Name your signature (ex. CEMEX)



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6. Copy the official CEMEX signature into the bottom box



Full Name

Position - Area

Of: (000) 000 0000 – CEMEX Net: 000000000

email@[cemex.com](mailto: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



Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit

CEMEX

Delete New Save Rename

Choose default signature

E-mail account: mariana.lamadrip@cemex.com

New messages: (none)

Replies/forwards: (none)

Edit signature

Arial 8 B I U

Full Name
Position - Area
Of: (000) 000 0000 - CEMEX Net: 000000000
pablo.reta@cemex.com | www.cemex.com
Follow CEMEX on Twitter and Facebook
Please consider the environment before printing this email.

Get signature templates

OK Cancel

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8. Edit your information



Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit

CEMEX

Delete New Save Rename

Choose default signature

E-mail account: mariana.lamadrip@cemex.com

New messages: (none)

Replies/forwards: (none)

Edit signature

Calibri 11 B I U

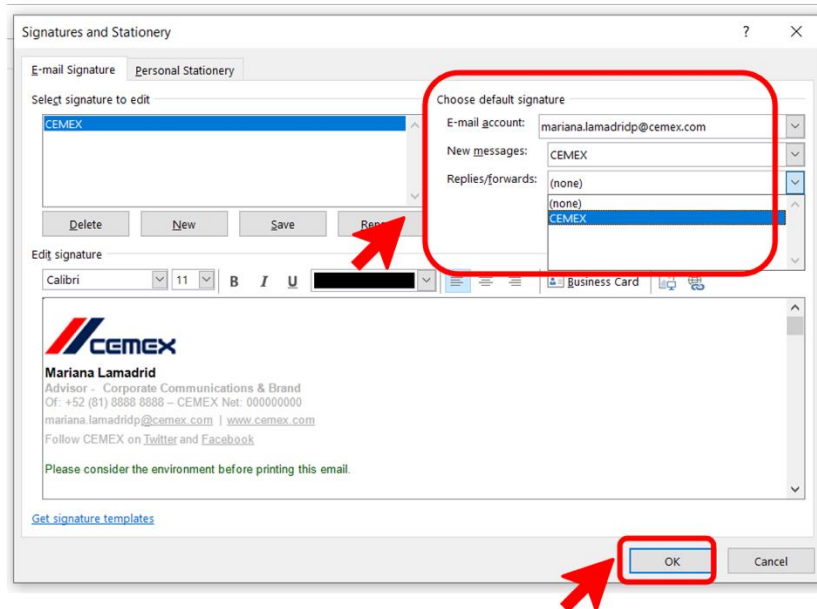
Mariana Lamadrid
Advisor - Corporate Communications & Brand
Of: +52 (81) 8888 8888 - CEMEX Net: 000000000
mariana.lamadrip@cemex.com | www.cemex.com
Follow CEMEX on Twitter and Facebook
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Get signature templates

OK Cancel

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9. Set as default

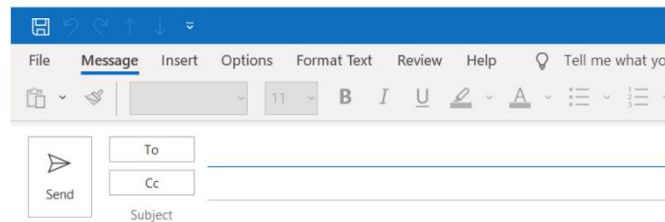


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10. Click OK and you're all set!



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



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