



EMAIL SIGNATURE

with the Email Signature Generator Tool

NOVEMBER 15, 2022

MCR

1 World Trade Center – Floor 86 – New York, NY 10007

Table of Contents

Document Revision	2
How to Update your MCR Email Signature	3
Purpose	3
Email Signature Generator Tool.....	3
Accessing the Email Signature Generator	3
Bespoke Hotels – E-mail Signature Requirements.....	7
TWA Hotel Email Signature.....	7
The Chambers Hotel Email Signature	8
The Godfrey Hotel & Cabanas Email Signature.....	9
The High Line Hotel Email Signature.....	10
Ink 48 Hotel Email Signature.....	11
The Lexington Hotel Email Signature.....	12
Pasadena Hotel & Pool Email Signature.....	13
Royalton New York Email Signature	14
Sheraton New York Times Square Email Signature.....	15
Stoweflake Mountain Resort & Spa Email Signature.....	16
How to add your new signature into Outlook	18
How to add your new email signature: Windows 10, Windows 11	18
How to add your new email signature: MacBook Pro, iMac	24
How to add your new email signature: Outlook App - Android.....	27
How to add your new email signature: Outlook App – Apple	31
How to add your new email signature: Apple Mail App – Apple iPhone / iPad	35
How to add your new email signature: Outlook Web Access (OWA)	38
Support & Important Reminders	40
MANDATORY:.....	40

Document Revision

Revision Number	Date	Publishing Party	Details of Revision
v1.0.91622	09/16/2022	Ingrid Fernandez	Document Inception
v1.2.92022	09/20/2022	Ingrid Fernandez	Added Outlook Mobile App
v1.2.92422	9/24/2022	Ingrid Fernandez	Formatting
v1.3.92622	09/26/2022	Ingrid Fernandez	Added: Signature Generator Tool information
v1.4.92822	09/28/2022	Ingrid Fernandez	Added: <ul style="list-style-type: none"> • table of contents, • Document Revision Page • Updated Signature Generator tool instructions for Android and Apple devices.
v1.5.92822	09/28/2022	Ingrid Fernandez	Added <ul style="list-style-type: none"> • “Signature Copied Successfully” box • Hotel Phone Number changed to Main Phone Number.
v1.6.100422	10/04/2022	Ingrid Fernandez	Update iOS pictures
v1.7.100522	10/05/2022	Ingrid Fernandez	<ul style="list-style-type: none"> • Verbiage Change on final Pop Up. • Correction on Android re: lower case first initial and last name of email address. • MCR Logo on Android signature blurb re: disregard broken logo link.
v1.8.100622	10/07/2022	Ingrid Fernandez	Added OWA Outlook Web Access Instructions
v1.9.102622	10/26/2022	Eston Miles	Added iOS/iPadOS Native Mail App instructions
v1.10.11152022	11/15/2022	Ingrid Fernandez Jaimee Zanzinger	Added Jaimee Zanzinger’s signature requirements for Bespoke Hotels.

How to Update your MCR Email Signature

Purpose

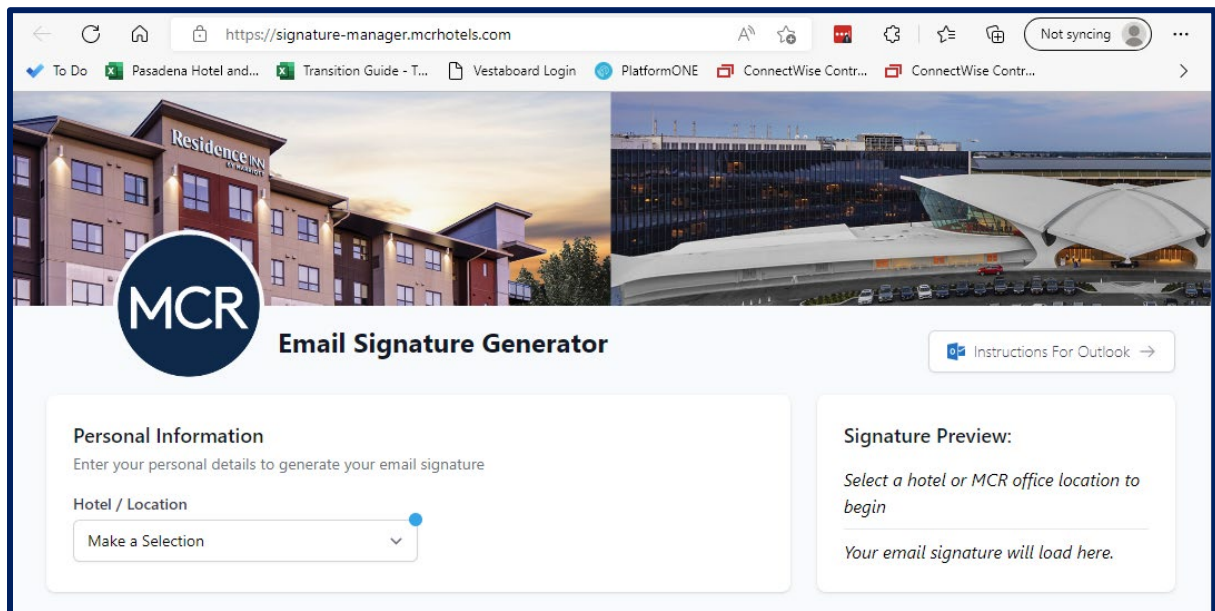
MCR's Email Signature Logo has been updated. The refreshed logo will be used in our corporate email signature as part of MCR's standardization initiatives across the MCR Portfolio. When the MCR Logo is clicked from your email signature, it will launch the mcrhotels.com website. Having a standard e-mail signature reflects cohesiveness throughout the MCR Portfolio. An email signature that is consistent is very important and valuable. It conveys consistency, legitimacy, and professionalism as well as quick links to things that matter.

Email Signature Generator Tool

Our in-house Principal Software Engineer, Eric Ruvio, has created a user-friendly Email Signature Generator tool which allows an MCR team member to create an approved email signature in accordance with MCR's email signature standards.

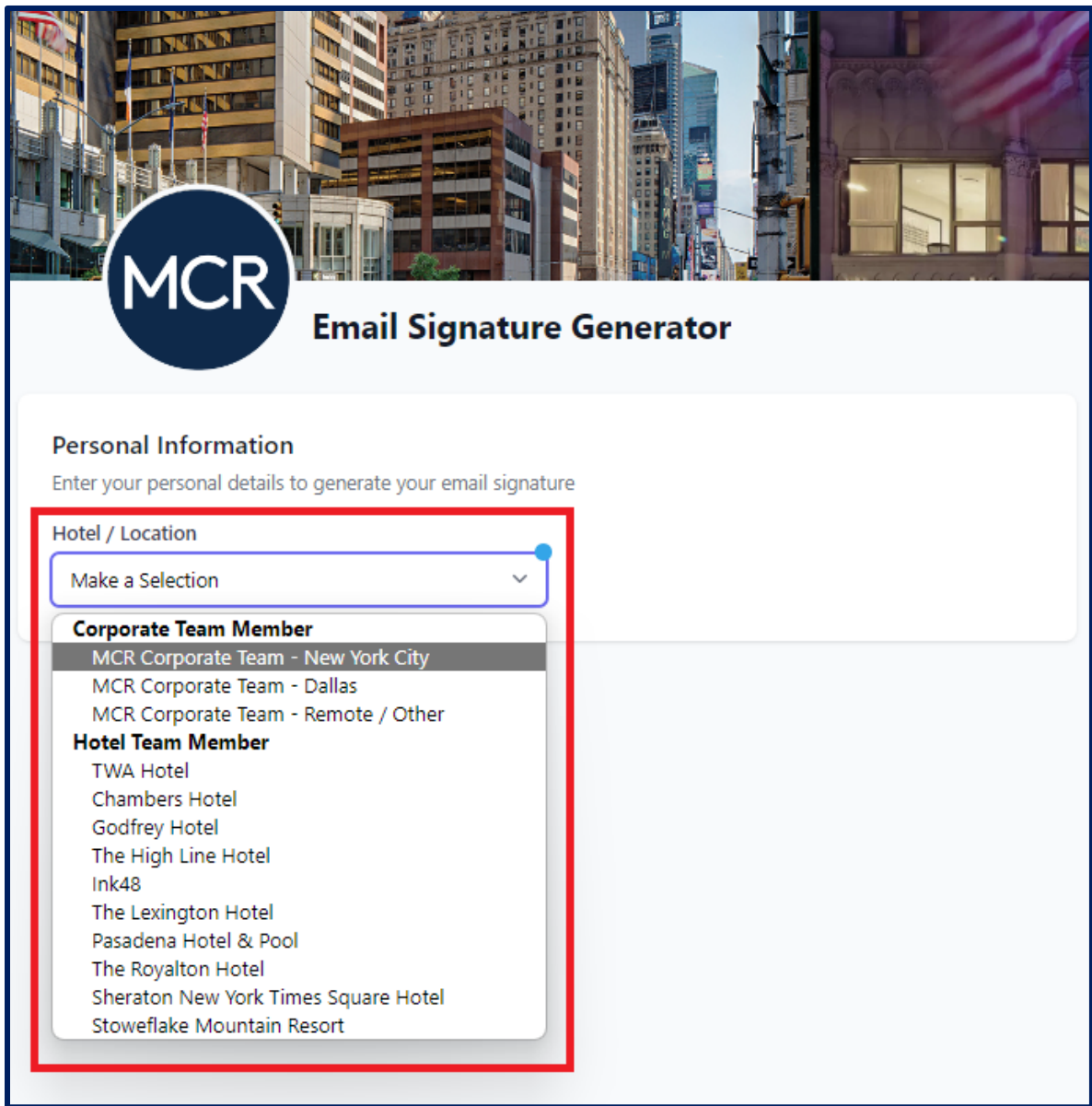
Accessing the Email Signature Generator

Click [MCR Email Signature Manager \(mcrhotels.com\)](https://signature-manager.mcrhotels.com) to access the Email Signature Generator site.



The screenshot shows a web browser window with the URL <https://signature-manager.mcrhotels.com>. The browser's address bar and tabs are visible at the top. The main content area features a header with a large image of a hotel building and a circular MCR logo. Below the logo, the text "Email Signature Generator" is displayed. To the right of the header, there is a button labeled "Instructions For Outlook" with a right-pointing arrow. The main body of the page is divided into two sections. The left section, titled "Personal Information", contains the instruction "Enter your personal details to generate your email signature" and a dropdown menu labeled "Hotel / Location" with the text "Make a Selection" and a downward arrow. The right section, titled "Signature Preview:", contains the instruction "Select a hotel or MCR office location to begin" and a line of text that reads "Your email signature will load here."

Choose your Hotel / Location from the drop-down menu.



MCR Email Signature Generator

Personal Information
Enter your personal details to generate your email signature

Hotel / Location

Make a Selection

Corporate Team Member

- MCR Corporate Team - New York City
- MCR Corporate Team - Dallas
- MCR Corporate Team - Remote / Other

Hotel Team Member

- TWA Hotel
- Chambers Hotel
- Godfrey Hotel
- The High Line Hotel
- Ink48
- The Lexington Hotel
- Pasadena Hotel & Pool
- The Royalton Hotel
- Sheraton New York Times Square Hotel
- Stoweflake Mountain Resort

Note: Once you have selected your Hotel / Location from the drop-down menu, the **Work Address** field and **Signature Preview** window will auto populate.

MCR Email Signature Generator [Instructions For Outlook →](#)

Personal Information
Enter your personal details to generate your email signature

Hotel / Location
MCR Corporate Team - New York City

First name*
Enter your first name here

Last name*
Enter your last name here

Job Title / Position
Enter your job title / position here

Post-nominal Letters
Enter your postnominals here (i.e. CPA, CIA)

Email address*
Enter your MCR email address here

Work Address

Street address
One World Trade Center

Address 2
Floor 86

City
New York

State / Province
NY

ZIP / Postal code
10007

Main Phone Number
+1 (000) 000-0000

Direct Phone Number
+1 (000) 000-0000

Mobile Phone Number
+1 (000) 000-0000

Signature Preview:

MCR
MCR
One World Trade Center
Floor 86
New York, NY 10007

[Copy Your Email Signature](#)

Enter your information in the remainder of the fields. Once all the fields have been filled, click the Copy button to “Copy Your Email Signature”.

MCR Email Signature Generator

Instructions For Outlook →

Personal Information
Enter your personal details to generate your email signature

Hotel / Location
MCR Corporate Team - New York City

First name*
Ingrid Z.

Last name*
Fernandez

Job Title / Position
Corporate Information Technology Manager

Post-nominal Letters
MISM

Email address*
ifernandez@mcrinvestors.com

Work Address

Street address
One World Trade Center

Address 2
Floor 86

City
New York

State / Province
NY

ZIP / Postal code
10007

Main Phone Number
+1 (000) 000-0000

Direct Phone Number
+1 (212) 277-5665

Mobile Phone Number
+1 (917) 288-2468

Signature Preview:

MCR

Ingrid Z. Fernandez, MISM
MCR
One World Trade Center
Floor 86
New York, NY 10007

Office: +1 (212) 277-5665
Mobile: +1 (917) 288-2468
ifernandez@mcrinvestors.com

Copy Your Email Signature

Note: For MCR Corporate Teams in New York City and Dallas, the Job Title/Position is not needed and thus will not show in the Signature Preview.

For team members based out of Chicago and Richmond, VA satellite Offices, select the MCR Corporate Team – Remote / Other and fill in the Work Address fields.

MANDATORY:

- All Team Members MUST update all devices used to conduct MCR business without exception.
 - Team Members with certain roles MUST include their mobile numbers.
 - All Team Members MUST include a main number and a direct number.

Bespoke Hotels – E-mail Signature Requirements

TWA Hotel Email Signature

Team members with the following titles MUST include their mobile number.

- General Manager
- Executive Committee Member
- Department Head
- Sales Managers
- Event Manager
- F&B Managers
- Operations Managers

The Main and Direct numbers should be mandatory for everyone.

Hyperlink for graphic: <https://www.twahotel.com/>

Jon Smith, MBA

Title

TWA Hotel

One Idlewild Drive

JFK International Airport

New York, NY 11430-1962

JFK's Only On Airport Hotel

Connected to [Terminal 5](#)

A [quick AirTrain ride](#) from all JFK Terminals

Main: +1 (212) 806-9000

Direct: +1 (000) 000-0000

Mobile: +1 (000) 000-0000

name@twahotel.com



The Chambers Hotel Email Signature

Team members with the following titles MUST include their mobile number.

- General Manager
- Executive Committee Member
- Department Head
- Sales Managers
- Event Manager
- F&B Managers
- Operations Managers

The Main and Direct numbers should be mandatory for everyone.

Hyperlink for graphic: <https://www.chambershoteldowntown.com/>



Jon Smith, MBA

Title

The Chambers Hotel

901 Hennepin Avenue (at 9th Street)

Minneapolis, MN 55403

Main: +1 (612) 767-6900

Direct: +1 (000) 000-0000

Mobile: +1 (000) 000-0000

name@chambershoteldowntown.com

The Godfrey Hotel & Cabanas Email Signature

Team members with the following titles MUST include their mobile number.

- General Manager
- Executive Committee Member
- Department Head
- Sales Managers
- Event Manager
- F&B Managers
- Operations Managers

The Main and Direct numbers should be mandatory for everyone.

Hyperlink for graphic: <https://www.godfreyhoteltampa.com/>



Jon Smith, MBA

Title

The Godfrey Hotel & Cabanas Tampa

7700 West Courtney Campbell Causeway

Tampa, FL 33607

Main: +1 (813) 281-8900

Direct: +1 (000) 000-0000

Mobile: +1 (000) 000-0000

name@godfreyhoteltampa.com

The High Line Hotel Email Signature

Team members with the following titles MUST include their mobile number.

- General Manager
- Executive Committee Member
- Department Head
- Sales Managers
- Event Manager
- F&B Managers
- Operations Managers

The Main and Direct numbers should be mandatory for everyone.

Hyperlink for graphic: <https://www.thehighlinehotel.com/>



Jon Smith, MBA

Title

The High Line Hotel

180 Tenth Avenue (at 20th Street)

New York, NY 10011

Main: +1 (212) 929-3888

Direct: +1 (000) 000-0000

Mobile: +1 (000) 000-0000

name@thehighlinehotel.com

Ink 48 Hotel Email Signature

Team members with the following titles MUST include their mobile number.

- General Manager
- Executive Committee Member
- Department Head
- Sales Managers
- Event Manager
- F&B Managers
- Operations Managers

The Main and Direct numbers should be mandatory for everyone.

Hyperlink for graphic: <https://www.ink48hotel.com/>



Jon Smith, MBA

Title

Ink 48 Hotel

Named No. 3 Best NYC Hotel in *Condé Nast Traveler's* 2022 Readers' Choice Awards

653 Eleventh Avenue (at 48th Street)

New York, NY 10036

Main: +1 (212) 757-0088

Direct: +1 (000) 000-0000

Mobile: +1 (000) 000-0000

name@ink48.com

The Lexington Hotel Email Signature

Team members with the following titles MUST include their mobile number.

- General Manager
- Executive Committee Member
- Department Head
- Sales Managers
- Event Manager
- F&B Managers
- Operations Managers

The Main and Direct numbers should be mandatory for everyone.

Hyperlink for graphic: <https://www.lexingtonhotelnyc.com/>



Jon Smith, MBA

Title

The Lexington Hotel, Autograph Collection

511 Lexington Avenue (at 48th Street)

New York, NY 10017

Main: +1 (212) 755-4400

Direct: +1 (000) 000-0000

Mobile: +1 (000) 000-0000

name@lexingtonnyc.com

Pasadena Hotel & Pool Email Signature

Team members with the following titles MUST include their mobile number.

- General Manager
- Executive Committee Member
- Department Head
- Sales Managers
- Event Manager
- F&B Managers
- Operations Managers

The Main and Direct numbers should be mandatory for everyone.

Hyperlink for graphic: <https://www.pasadenahotel.com/>



Jon Smith, MBA

Title

Pasadena Hotel & Pool

928 East Colorado Boulevard (at Lake Avenue)

Pasadena, CA 91106

Main: +1 (626) 884-4150

Direct: +1 (000) 000-0000

Mobile: +1 (000) 000-0000

name@pasadenahotel.com

Royalton New York Email Signature

Team members with the following titles MUST include their mobile number.

- General Manager
- Executive Committee Member
- Department Head
- Sales Managers
- Event Manager
- F&B Managers
- Operations Managers

The Main and Direct numbers should be mandatory for everyone.

Hyperlink for graphic: <https://www.royaltonhotel.com/>



Jon Smith, MBA

Title

Royalton New York
44 West 44th Street
New York, NY 10036

Main: +1 (212) 869-4400
Direct: +1 (000) 000-0000
Mobile: +1 (000) 000-0000
name@royalton-nyc.com

Sheraton New York Times Square Email Signature

Team members with the following titles MUST include their mobile number.

- General Manager
- Executive Committee Member
- Department Head
- Sales Managers
- Event Manager
- F&B Managers
- Operations Managers

The Main and Direct numbers should be mandatory for everyone.

Hyperlink for graphic: <https://www.marriott.com/en-us/hotels/nycst-sheraton-new-york-times-square-hotel/overview/>



Jon Smith, MBA

Title

Sheraton New York Times Square Hotel

811 7th Avenue (at West 53rd Street)

New York, NY 10019

Main: +1 (212) 581-1000

Direct: +1 (000) 000-0000

Mobile: +1 (000) 000-0000

name@sheraton.com

Stoweflake Mountain Resort & Spa Email Signature

Team members with the following titles MUST include their mobile number.

- General Manager
- Executive Committee Member
- Department Head
- Sales Managers
- Event Manager
- F&B Managers
- Operations Managers

The Main and Direct numbers should be mandatory for everyone.

Hyperlink for graphic: <https://www.stoweflake.com/>



Jon Smith, MBA

Title

Stoweflake Mountain Resort & Spa

1746 Mountain Road

Stowe, VT 05672

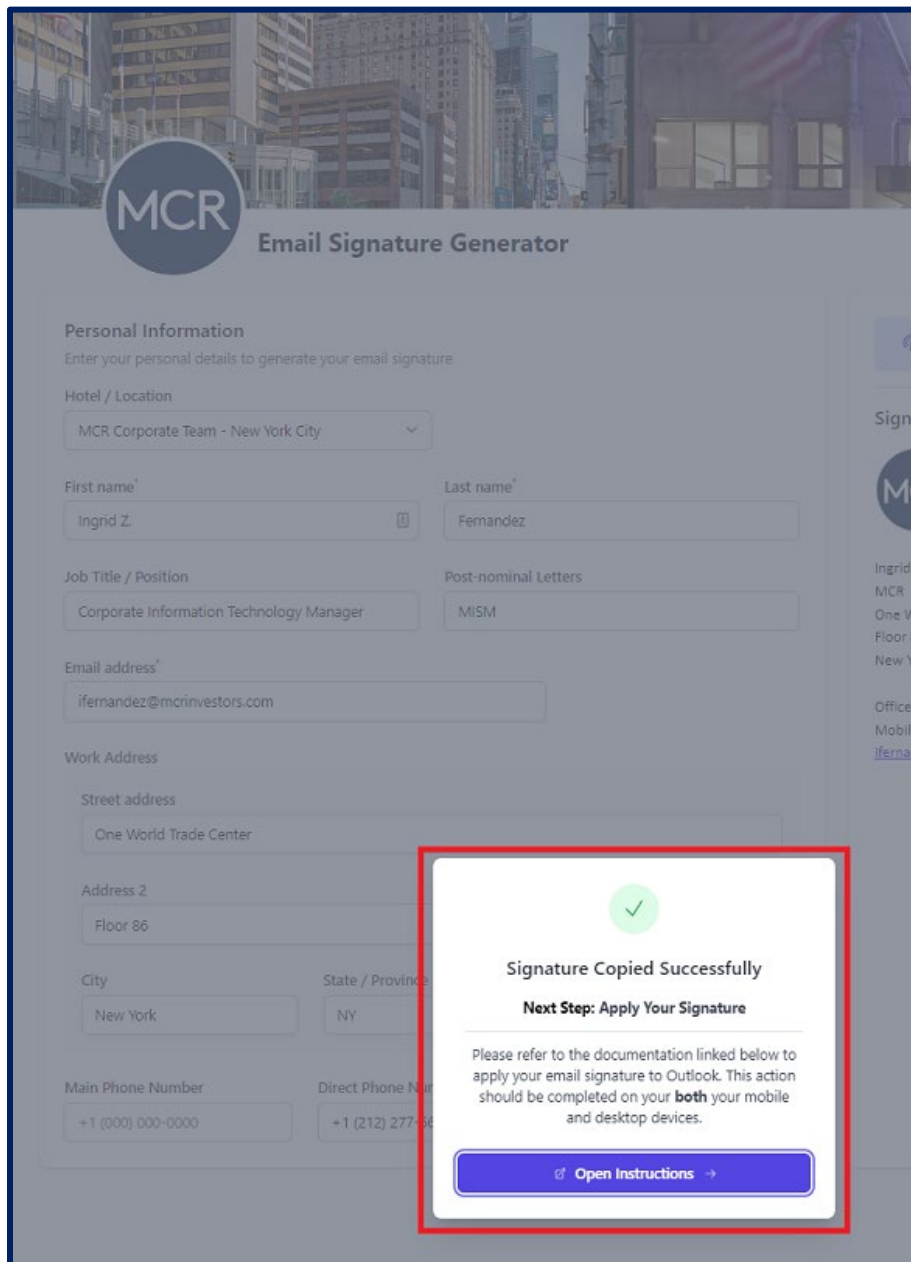
Main: +1 (800) 253-2232

Direct: +1 (000) 000-0000

Mobile: +1 (000) 000-0000

name@stoweflake.com

Your Signature was copied successfully! Next Step: Apply Your Signature. Click on Open Instructions for how to add your new signature into Outlook on Windows 10, Windows 11, and MacBook Pro.



The image shows a web form titled "MCR Email Signature Generator". The form is for "Personal Information" and includes fields for "Hotel / Location" (MCR Corporate Team - New York City), "First name" (Ingrid Z.), "Last name" (Fernandez), "Job Title / Position" (Corporate Information Technology Manager), "Post-nominal Letters" (MISM), "Email address" (ifernandez@mcrinvestors.com), "Work Address" (One World Trade Center, Floor 86, New York, NY), and "Main Phone Number" (+1 (000) 000-0000). A success message overlay is present in the bottom right corner, indicating "Signature Copied Successfully" and "Next Step: Apply Your Signature". The overlay includes a green checkmark icon and a button labeled "Open Instructions ->".

Personal Information
Enter your personal details to generate your email signature

Hotel / Location
MCR Corporate Team - New York City

First name^{*}
Ingrid Z.

Last name^{*}
Fernandez

Job Title / Position
Corporate Information Technology Manager

Post-nominal Letters
MISM

Email address^{*}
ifernandez@mcrinvestors.com

Work Address

Street address
One World Trade Center

Address 2
Floor 86

City
New York

State / Province
NY

Main Phone Number
+1 (000) 000-0000

Direct Phone Number
+1 (212) 277-5656

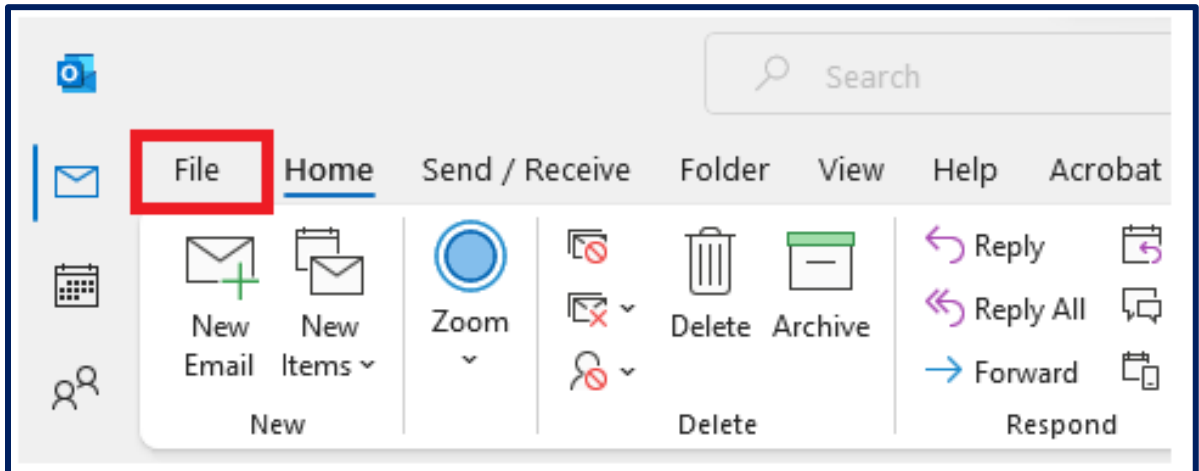
Signature Copied Successfully
Next Step: Apply Your Signature
Please refer to the documentation linked below to apply your email signature to Outlook. This action should be completed on your **both** your mobile and desktop devices.
[Open Instructions ->](#)

Note: You will need to launch the email signature generator tool separately while on your mobile (android or apple) device to create your signature and paste it into your email signature box. See the documentation below for Apple and Android Mobile phones and Outlook Web Access (OWA).

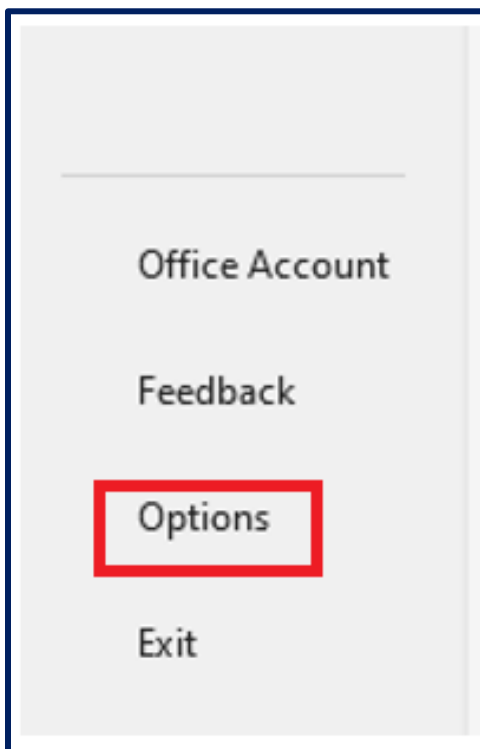
How to add your new signature into Outlook

How to add your new email signature: Windows 10, Windows 11

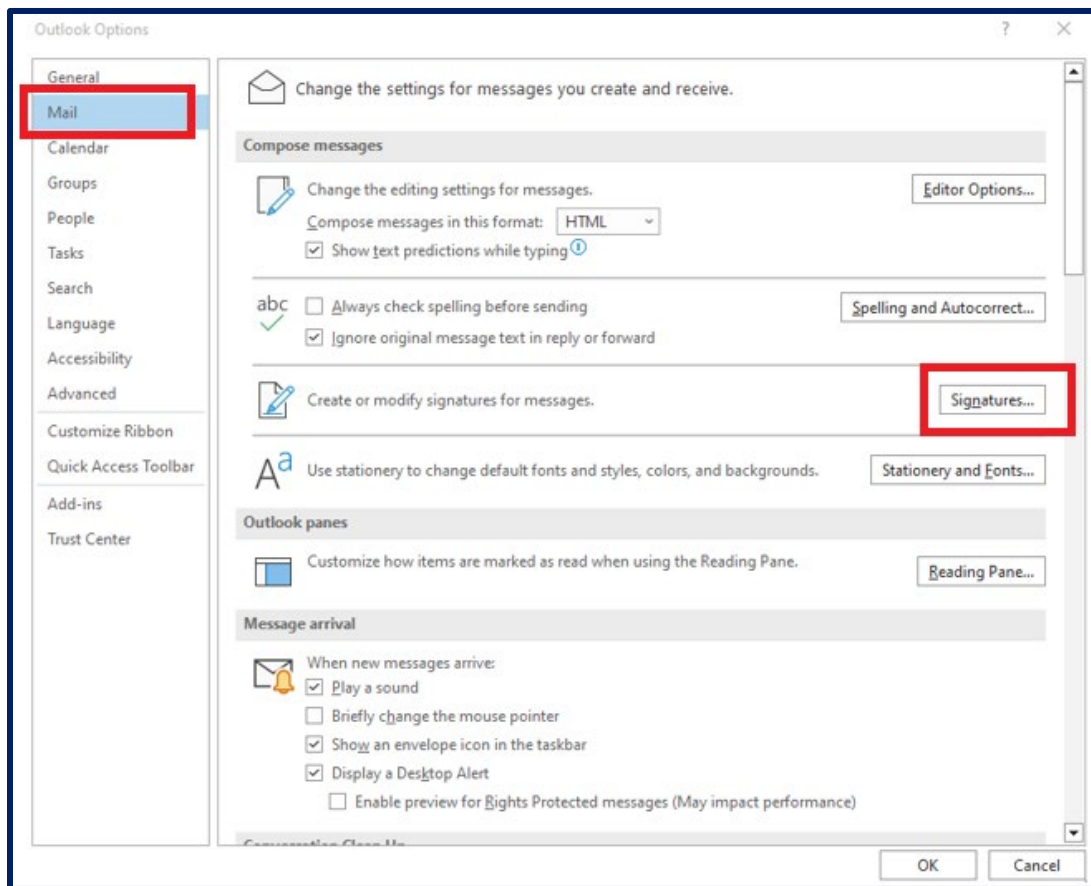
Launch Outlook and click **File**



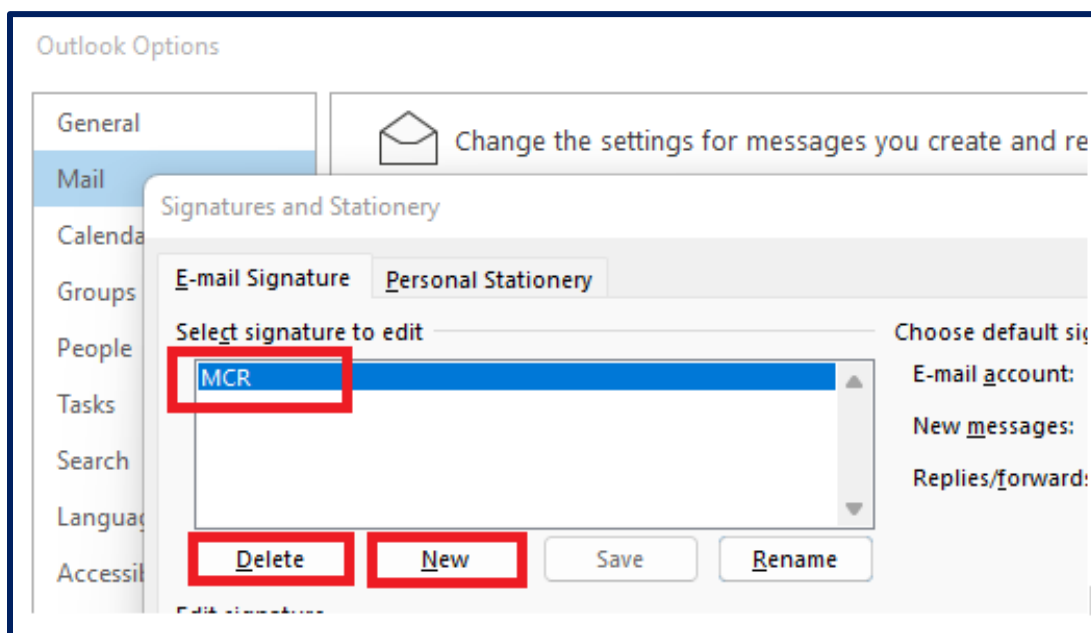
On the lower left-hand side, click on **Options**



Click on **Mail**, then **Signatures**.



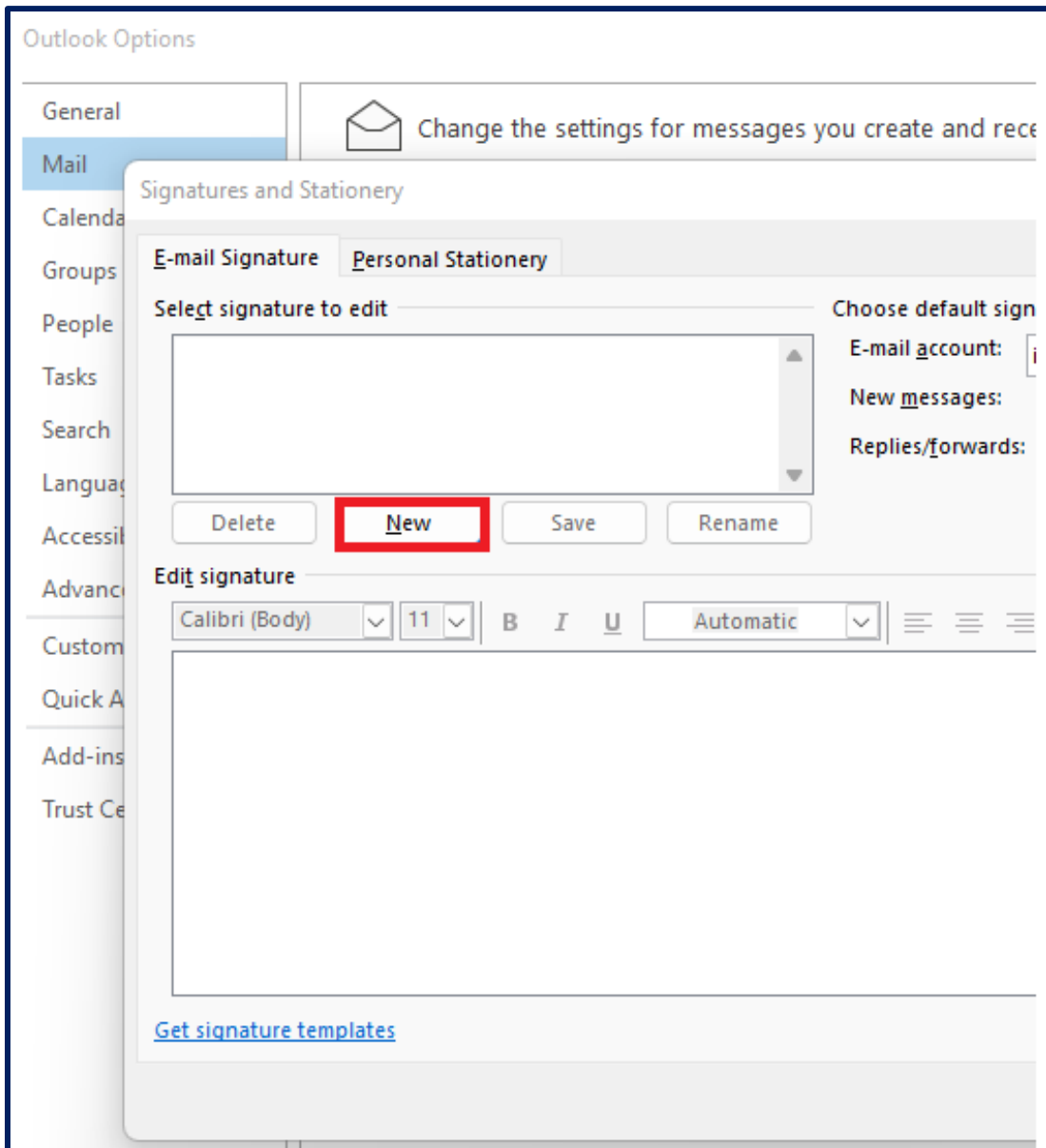
Delete the existing signature from the “Select signature to edit” box and click New.



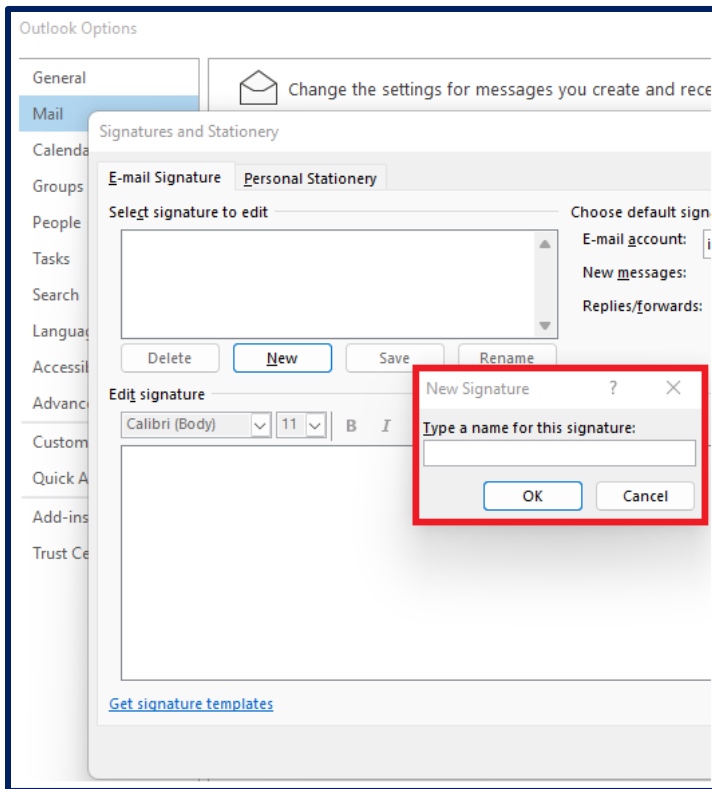
Click **Yes** to delete the selected signature.



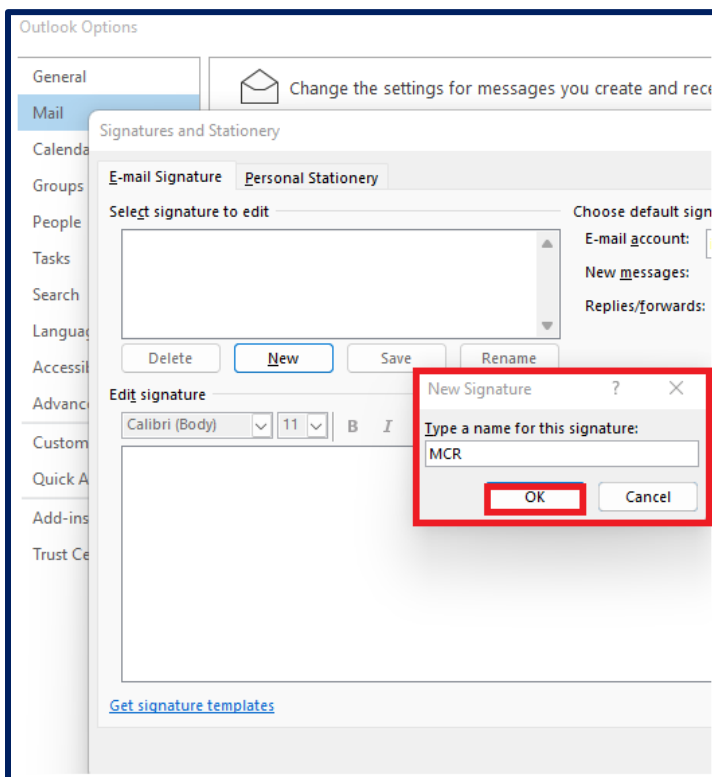
Click **New**



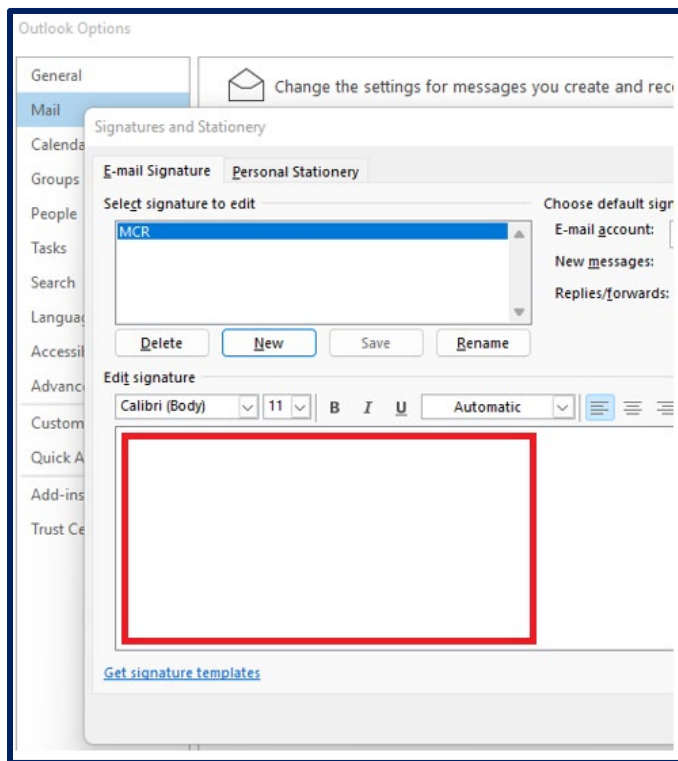
Type a name for this signature.



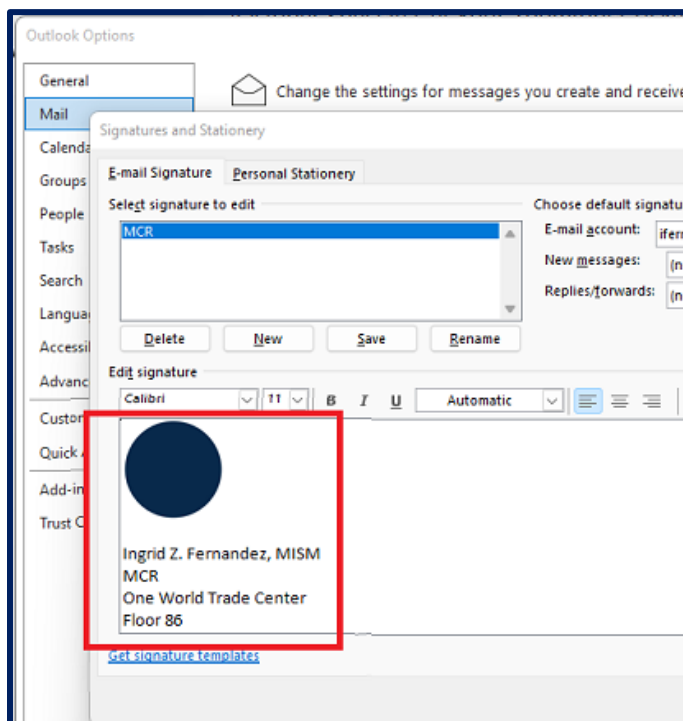
Click OK



Paste the new signature into the **Edit signature** box.



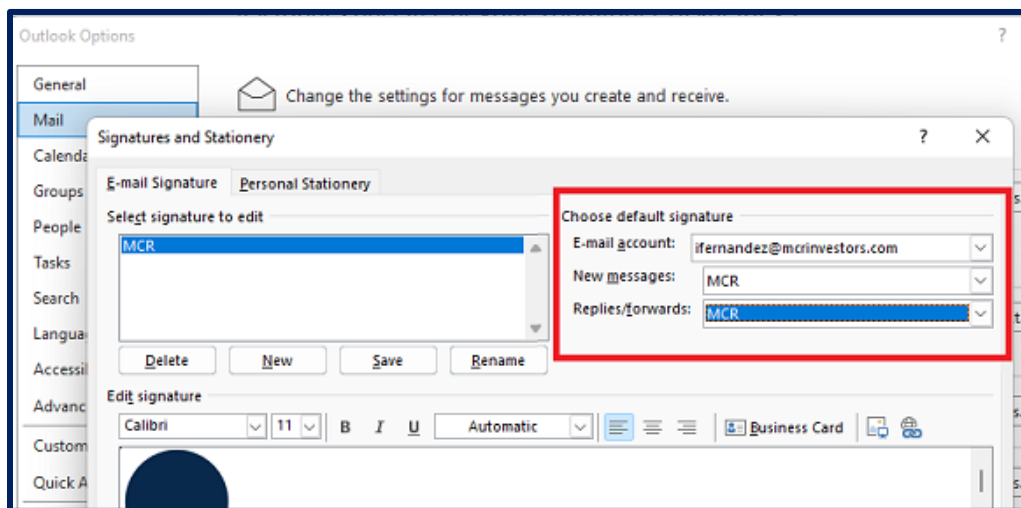
Paste the copied signature.



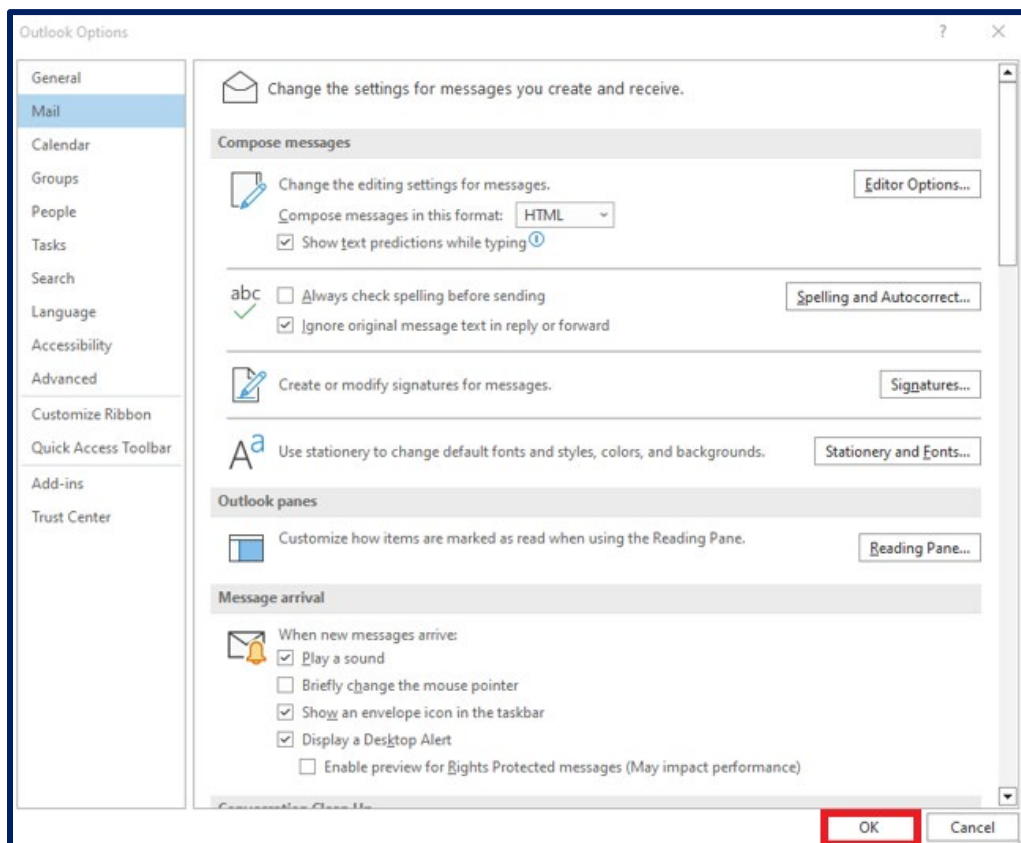
Note: The MCR Logo will show correctly in New messages and Replies/Forwards.

Choose your default signature - Drop down box for **New messages:** and **Replies/forwards:**

Click **OK**



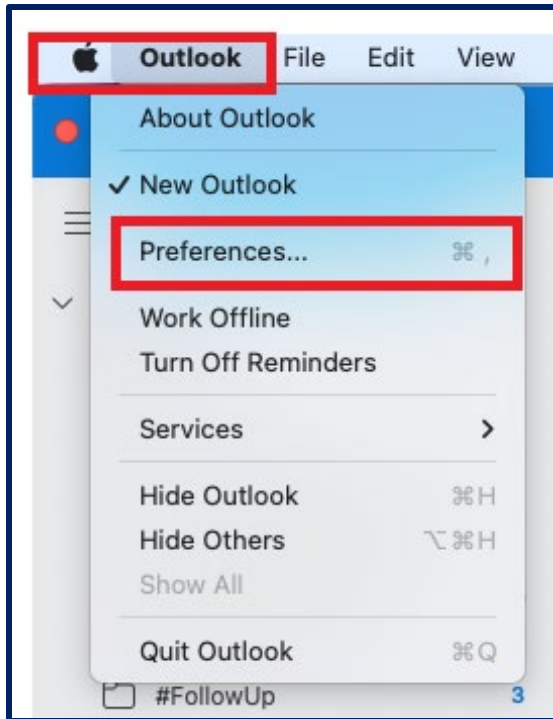
Click **OK**



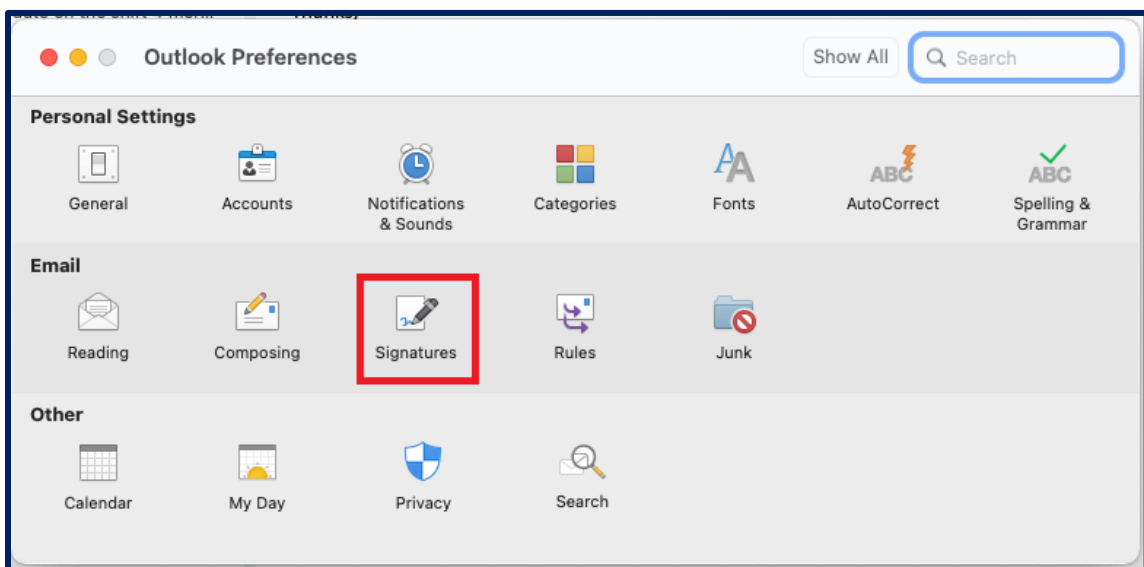
Next, Close Outlook and launch it again and **Reply to the email** that was sent with instructions on how to change your email signature.

How to add your new email signature: MacBook Pro, iMac

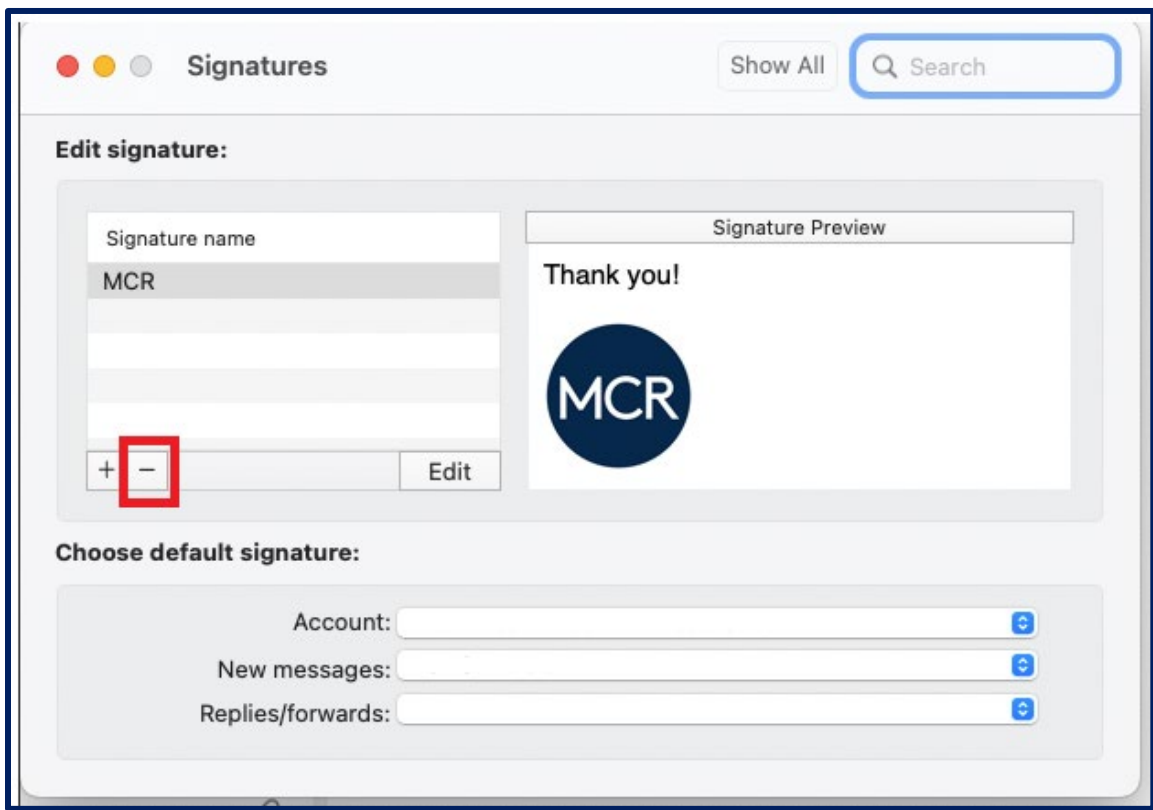
Launch Outlook and then click on **Preferences...**



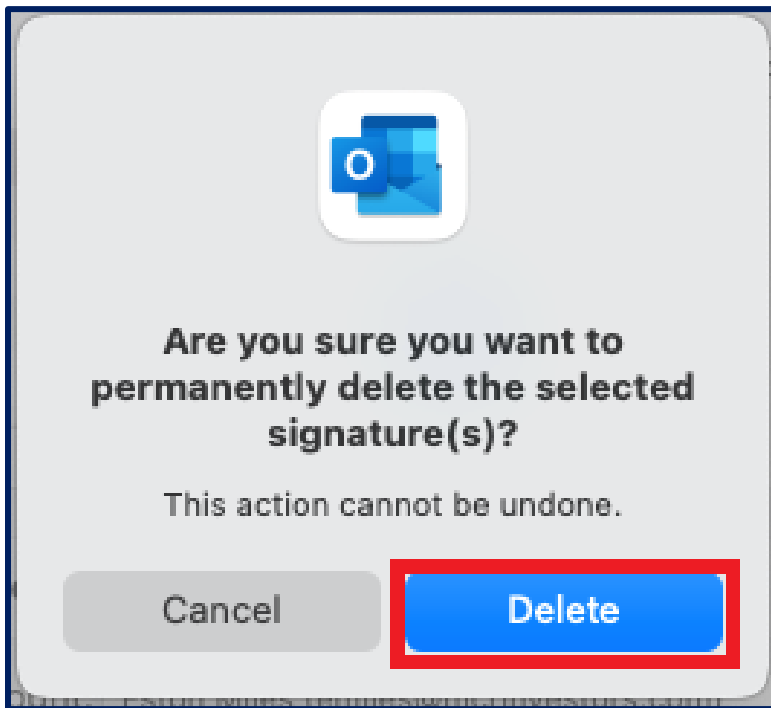
Click on the **Signatures** icon



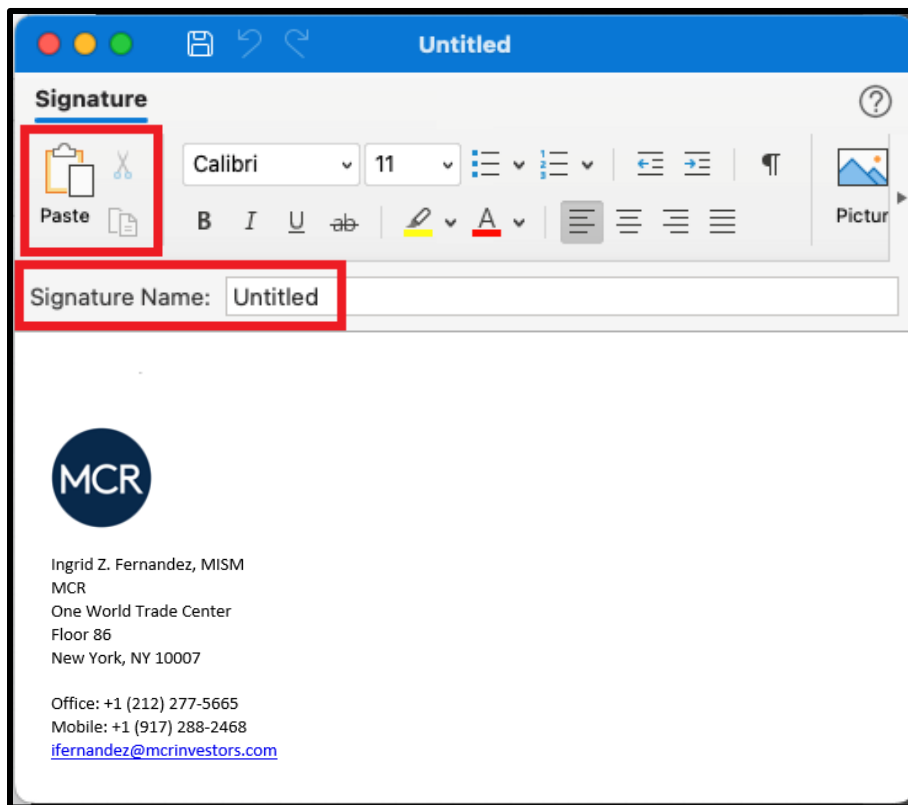
Delete the existing signature by clicking on the – icon



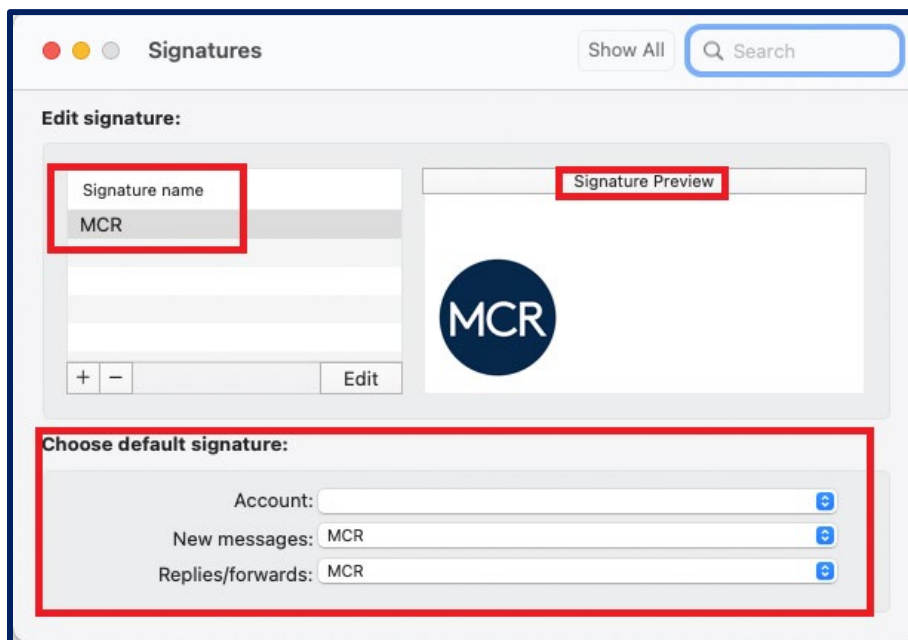
Click **Delete**



Paste the new signature into the **signature** box. In the Signature Name field, type: **MCR**



Choose your default signature: Drop down box for **New messages:** and **Replies/forwards:**



Next, Close Outlook and launch it again and **Reply to the email** that was sent with instructions on how to change your email signature.

How to add your new email signature: Outlook App - Android

From your Android device, go to <https://signature-manager.mcrhotels.com> and follow the prompts to create your signature in the MCR Email Signature Generator tool.

When all fields have been entered and the expected **output appears in the Signature Preview** window, Click **“Copy Your Email Signature”**.

MCR Email Signature Generator

Instructions For Outlook →

Personal Information
Enter your personal details to generate your email signature

Hotel / Location
MCR Corporate Team - New York City

First name*
Ingrid Z.

Last name*
Fernandez

Job Title / Position
Corporate Information Technology Manager

Post-nominal Letters
MISM

Email address*
ifernandez@mcrinvestors.com

Work Address

Street address
One World Trade Center

Address 2
Floor 86

City
New York

State / Province
NY

ZIP / Postal code
10007

Main Phone Number
+1 (000) 000-0000

Direct Phone Number
+1 (212) 277-5665

Mobile Phone Number
+1 (917) 288-2468

Copy Your Email Signature

Signature Preview:

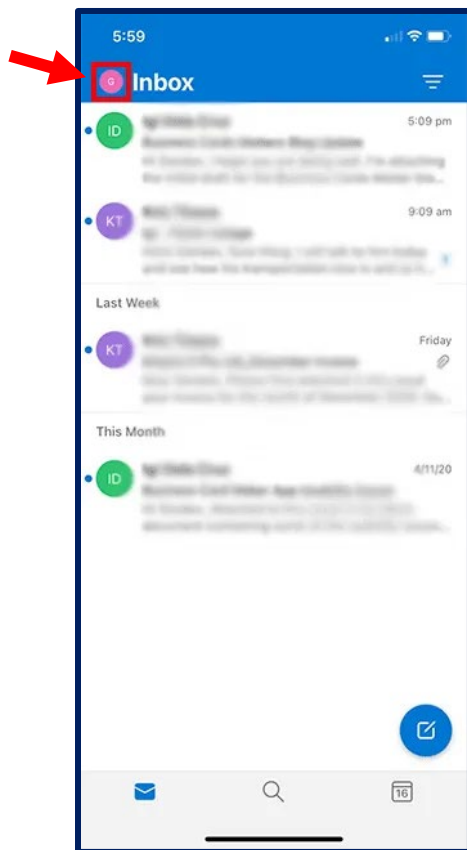
MCR

Ingrid Z. Fernandez, MISM
MCR
One World Trade Center
Floor 86
New York, NY 10007

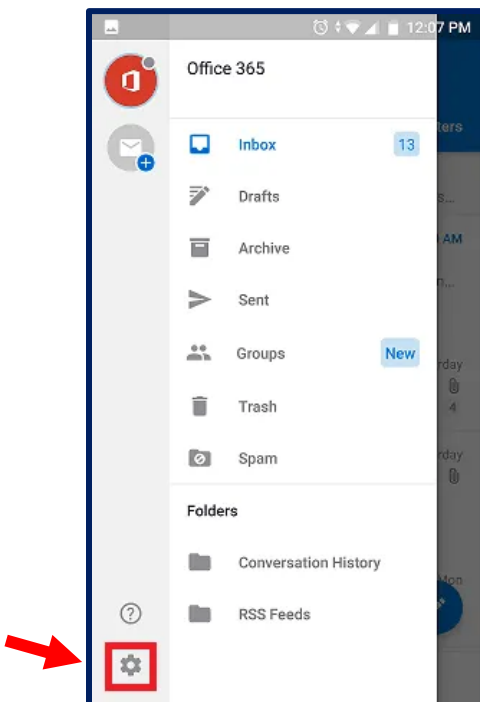
Office: +1 (212) 277-5665
Mobile: +1 (917) 288-2468
ifernandez@mcrinvestors.com

Note: Your signature will be copied to the clipboard.

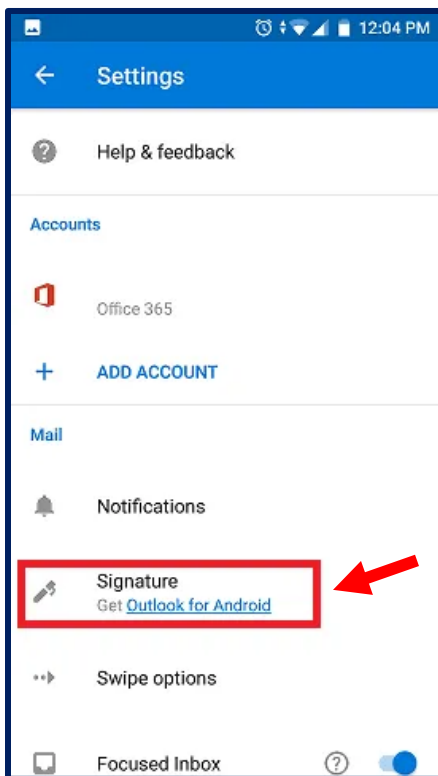
Next, launch the Outlook App and **tap the menu** icon on the upper left corner.



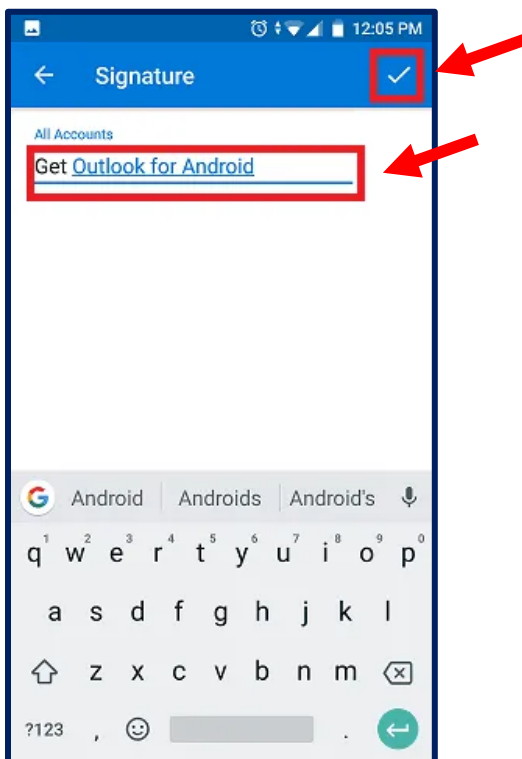
Tap the **settings gear** icon on the bottom left of the menu.



In Settings, scroll to Mail and **tap Signature**



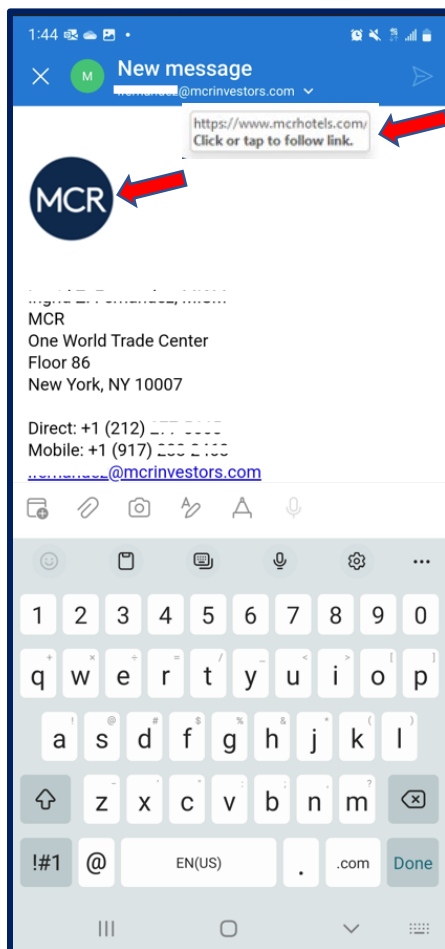
Delete your existing email signature. Then, **touch and hold your finger down to paste** the new email signature.



Note: The MCR Logo may or may not show in the signature at this stage but will show correctly in New or Replies. Tap the check mark to **Save**.



Test by sending yourself an email from your mobile app. Be sure to check out the **new MCR Hotels embedded link**. Tap the **MCR logo** to launch the site www.mcrhotels.com.



How to add your new email signature: Outlook App – Apple

From your Apple device, go to <https://signature-manager.mcrhotels.com> and follow the prompts to create your signature in the MCR Email Signature Generator tool.

When all fields have been entered and the expected **output appears in the Signature Preview** window, Click **“Copy Your Email Signature”**.

MCR Email Signature Generator

Instructions For Outlook →

Personal Information
Enter your personal details to generate your email signature

Hotel / Location
MCR Corporate Team - New York City

First name*
Ingrid Z.

Last name*
Fernandez

Job Title / Position
Corporate Information Technology Manager

Post-nominal Letters
MISM

Email address*
ifernandez@mcrinvestors.com

Work Address

Street address
One World Trade Center

Address 2
Floor 86

City
New York

State / Province
NY

ZIP / Postal code
10007

Main Phone Number
+1 (000) 000-0000

Direct Phone Number
+1 (212) 277-5665

Mobile Phone Number
+1 (917) 288-2468

Signature Preview:

MCR

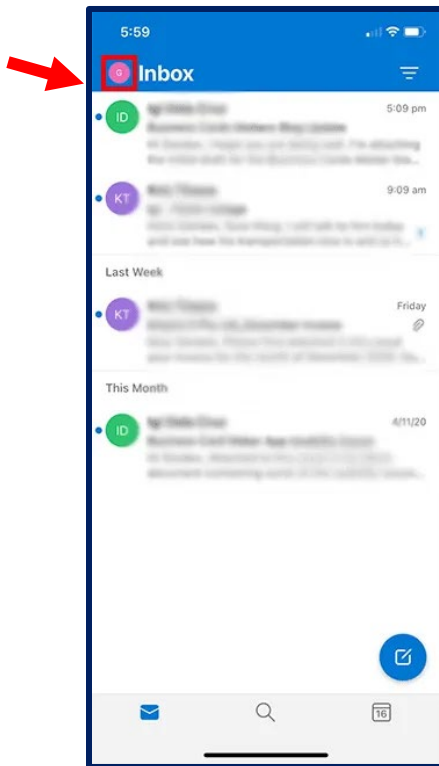
Ingrid Z. Fernandez, MISM
MCR
One World Trade Center
Floor 86
New York, NY 10007

Office: +1 (212) 277-5665
Mobile: +1 (917) 288-2468
ifernandez@mcrinvestors.com

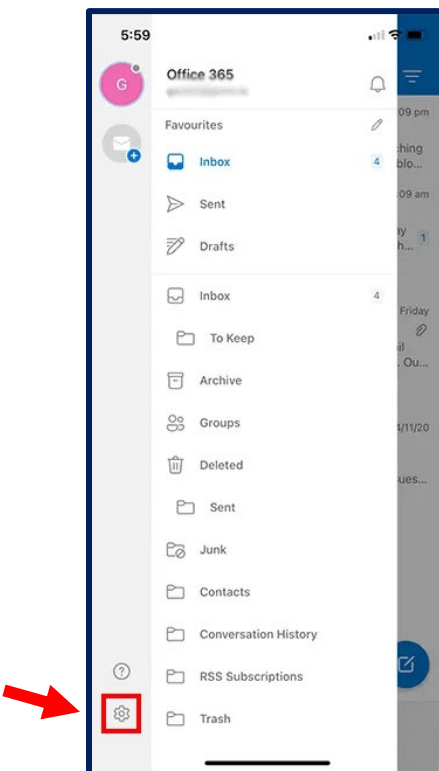
Copy Your Email Signature

Note: Your signature will be copied to the clipboard.

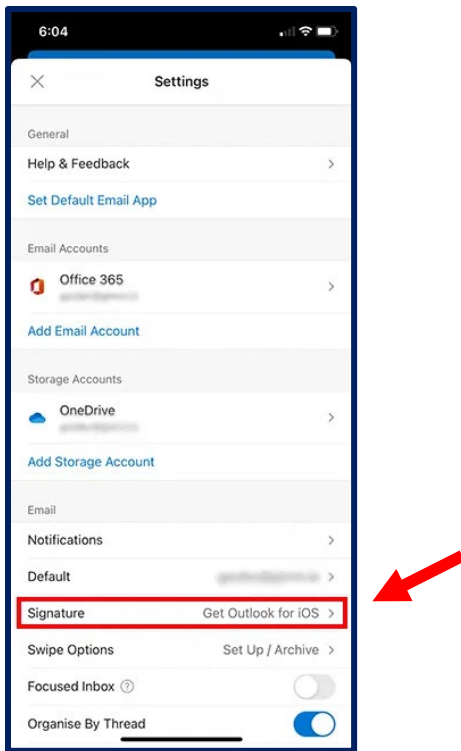
Next, launch the Outlook App and **tap on the menu icon** on the upper left corner.



Tap the **settings gear** icon on the bottom left of the menu.



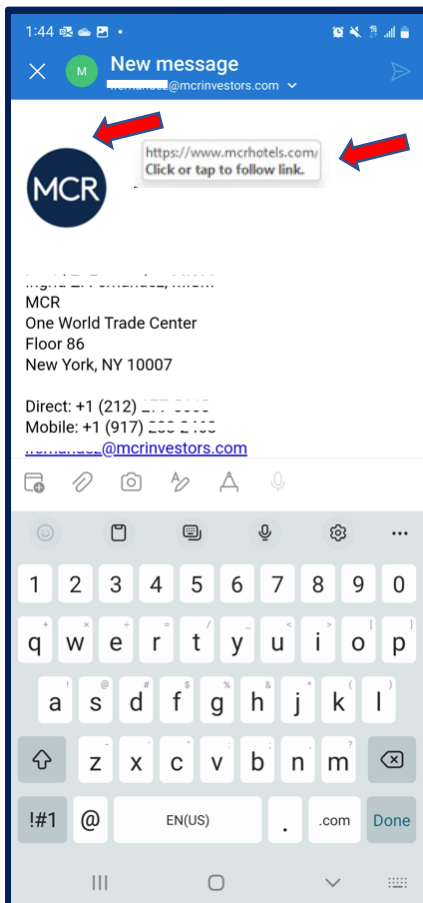
Tap **Signature**



Delete your existing email signature, then, **touch and hold your finger down to paste** the new email signature. Tap the back icon to Save.



Test by sending yourself an email from your mobile app. Be sure to check out the **new MCR Hotels** embedded link. **Tap the MCR logo** to launch the site www.mcrhotels.com



How to add your new email signature: Apple Mail App – Apple iPhone / iPad

From your Apple device, go to <https://signature-manager.mcrhotels.com> and follow the prompts to create your signature in the MCR Email Signature Generator tool.

When all fields have been entered and the expected **output appears in the Signature Preview** window, Click **“Copy Your Email Signature”**.

MCR Email Signature Generator

Instructions For Outlook →

Personal Information
Enter your personal details to generate your email signature

Hotel / Location
MCR Corporate Team - New York City

First name*
Ingrid Z.

Last name*
Fernandez

Job Title / Position
Corporate Information Technology Manager

Post-nominal Letters
MISM

Email address*
ifernandez@mcrinvestors.com

Work Address

Street address
One World Trade Center

Address 2
Floor 86

City
New York

State / Province
NY

ZIP / Postal code
10007

Main Phone Number
+1 (000) 000-0000

Direct Phone Number
+1 (212) 277-5665

Mobile Phone Number
+1 (917) 288-2468

Signature Preview:

MCR

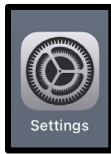
Ingrid Z. Fernandez, MISM
MCR
One World Trade Center
Floor 86
New York, NY 10007

Office: +1 (212) 277-5665
Mobile: +1 (917) 288-2468
ifernandez@mcrinvestors.com

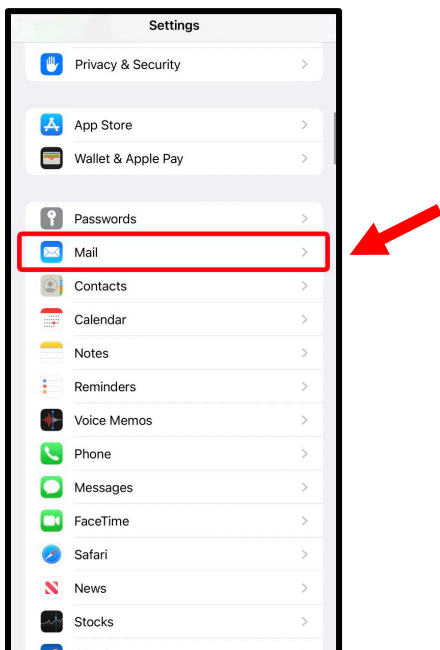
Copy Your Email Signature

Note: Your signature will be copied to the clipboard.

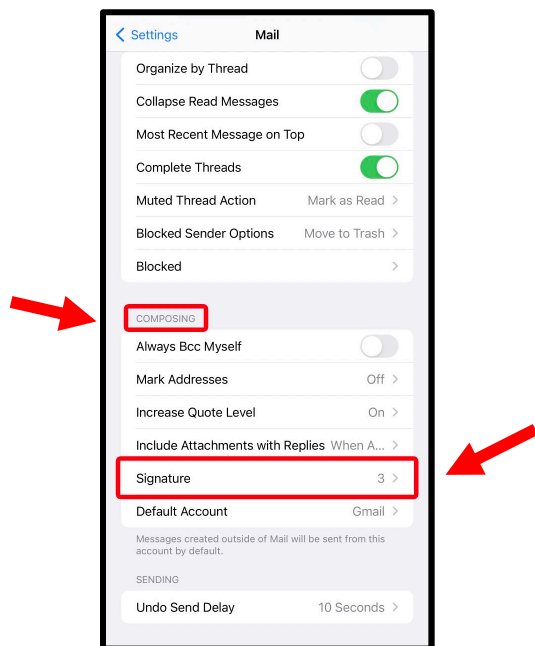
Next, from your iPhone or iPad, open the **Settings** App



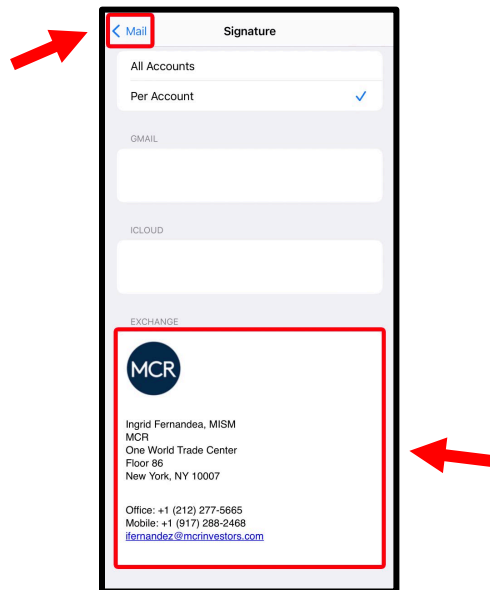
Scroll down and choose **Mail**



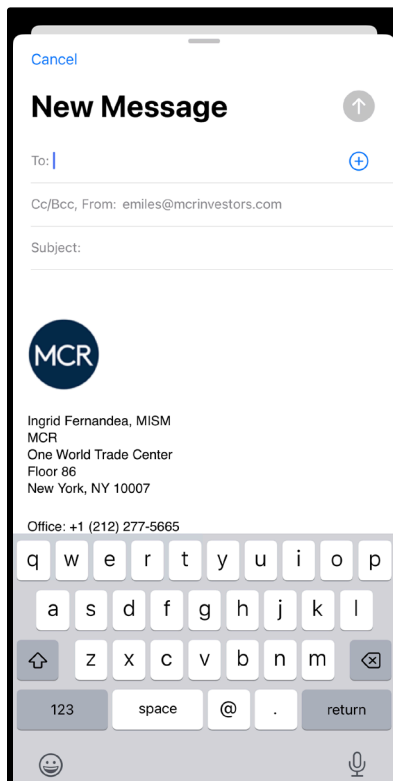
Scroll down to the **COMPOSING** section and click **Signature**



Under **EXCHANGE**, Delete your existing email signature, then, **touch and hold your finger down to paste** the new email signature. Tap < **Mail** icon to go back and Save.



Test by sending yourself an email from your mobile app. Be sure to check out the **new MCR Hotels embedded link**. Tap the **MCR logo** to launch the site www.mcrhotels.com

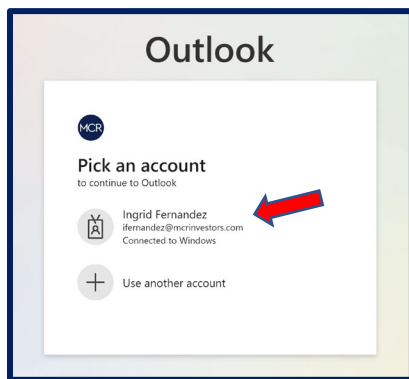


How to add your new email signature: Outlook Web Access (OWA)

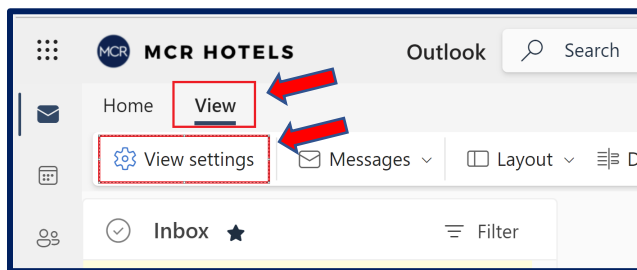
From your device, go to <https://signature-manager.mcrhotels.com> and follow the prompts to create your signature in the MCR Email Signature Generator.

When all fields have been entered and the expected **output appears in the Signature Preview** window, **Click “Copy Your Email Signature”**.

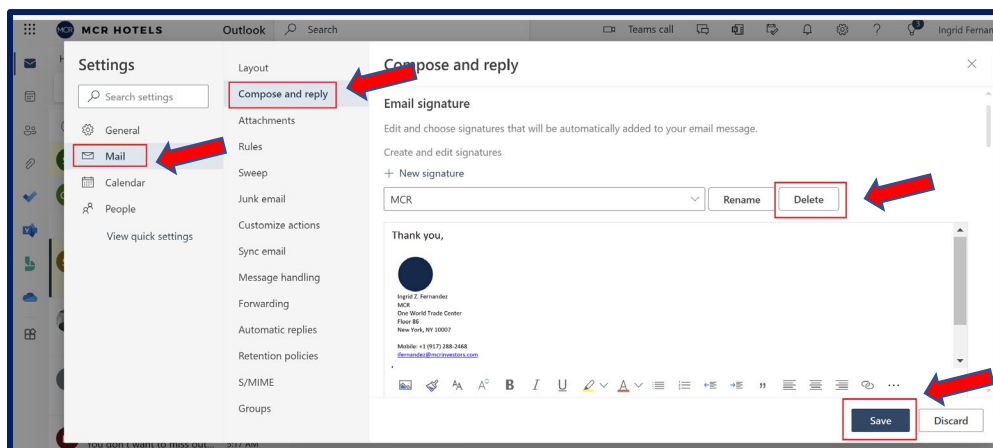
Next, launch your web browser and visit <https://Outlook.office.com> to log into your Outlook Web Access or OWA. Pick an Account to continue to your MCR Outlook account.



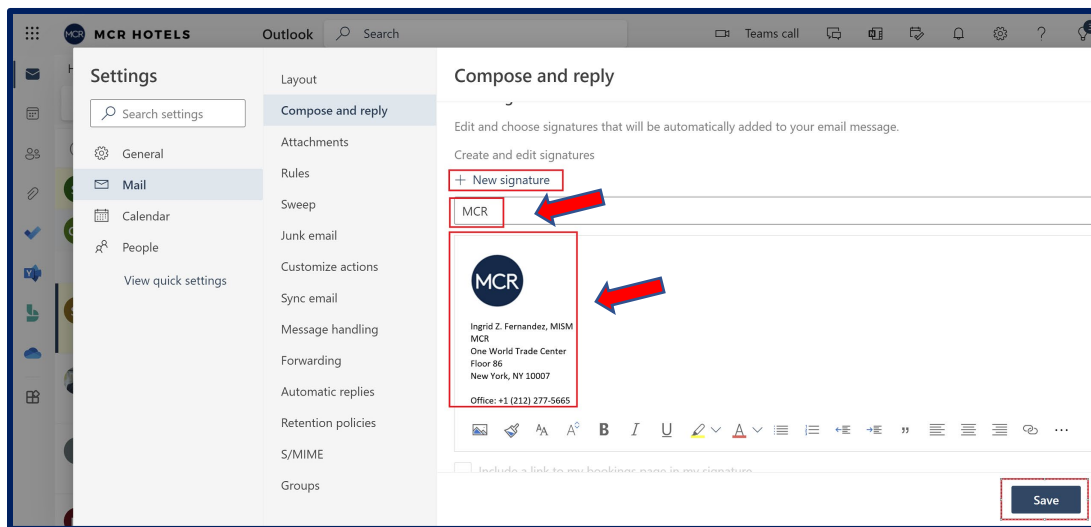
Click on View, then View Settings



Click Mail, then **Compose and Reply**, **Delete** your old MCR Signature and lastly, **click Save** to completely remove your old MCR signature.

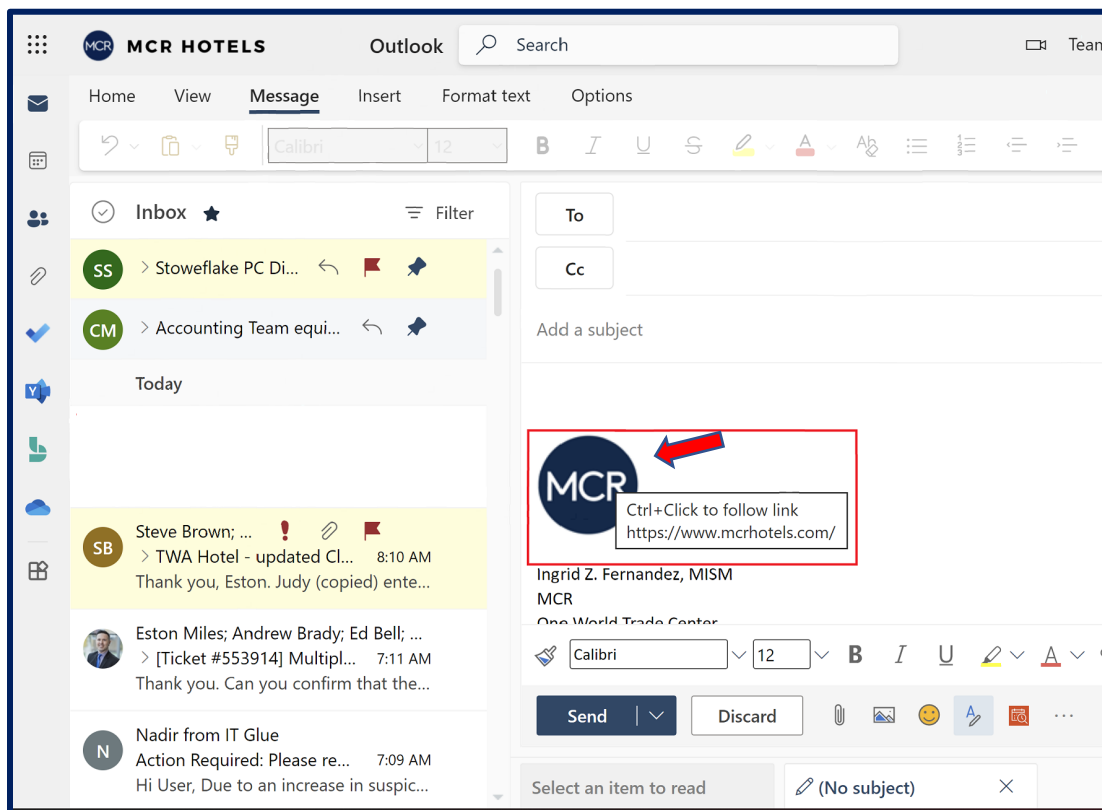


Next, type **MCR** in the + New signature field, and **paste** the new signature. **Click Save.**



Test by sending yourself an email from your mobile app.

Be sure to check out the **new MCR Hotels embedded link**. Tap the **MCR logo** to launch the site www.mcrhotels.com



Support & Important Reminders

- **Support:**
 - If you are using a different application or are unable to update your signature, please email the TekConcierge HelpDesk at support@tekconcierge.com. For best results, we highly recommend using the Outlook App on Android and Apple mobile phones.
- **Reminder:**
 - **The new email signature MUST be updated as per above instructions on each and every device you use to conduct MCR business.**
 - Don't forget to go back to the **Email Announcement** email and from each device, click on the corresponding link to send a confirmation email to the Email Signatures Team for final review.
 - [Click to confirm Computer Signature Complete](#)
 - [Click to confirm Mobile Phone Signature Complete](#)

For example, if you have completed the signature on your laptop, then find the Email Signature Announcement email and click on the "[Click to confirm Computer Signature Complete](#)" link.

If you have completed the signature on your mobile phone, then find the Email Signature Announcement email while on your mobile phone and click on the "[Click to confirm Mobile Phone Signature Complete](#)" link.

MANDATORY:

- All Team Members MUST update all devices used to conduct MCR business without exception.
 - Team Members with certain roles MUST include their mobile numbers.
 - All Team Members MUST include a main number and a direct number.