

Admin (No Site):

Alyssa Sianghio, Chief Executive Officer

PCC Community Wellness Center

asianghio@pccwellness.org | 708.383.0113

www.pccwellness.org

Site Specific Staff:

Maria Aguiniga, Practice Manager

PCC Community Wellness Center | South Family Health Center

maguiniga@pccwellness.org | P: 708.365.0845 Ext.319002

www.pccwellness.org

With Credentials:

Paul S. Luning, MD, MPH, Chief Medical Officer

PCC Community Wellness Center

pluning@pccwellness.org | 708.383.0113

www.pccwellness.org

With Pronouns:

Terrence “T.C.” Liggins, MHFA | they/them

Assistant Director of Communication & Engagement

PCC Community Wellness Center

tliggins@pccwellness.org | 773.378.3347

www.pccwellness.org

With Credentials, Site & Pronouns:

Paul S. Luning, MD, MPH | he/him

Chief Medical Officer

PCC Community Wellness Center | Lake Family Health Center

pluning@pccwellness.org | 708.383.0113

www.pccwellness.org

How to Update Your Signature

Classic Outlook for Windows (Win32 desktop)

1. Open **Outlook** → **File** → **Options** → **Mail** → **Signatures...**
2. Click **New**, name your signature, then copy and paste the appropriate template from the attached options in **Edit signature**.
3. Edit with your information
4. Set **Choose default signature** for **New messages** and **Replies/forwards**.
5. Click **OK** to save. [Microsoft Support+2](#)[Microsoft Support+2](#)

Outlook on the Web (Office.com)

1. Go to **Outlook on the web** and sign in.
2. Select the **Settings (gear)** icon → **Mail** → **Compose and reply**.
3. Under **Email signature**, copy and paste the appropriate signature template from the attached options and edit as needed.
4. Choose to **automatically add** the signature to new messages, replies and forwards.
5. Click **Save**. [Microsoft Support+1](#)

If You See a Pop-Up in Outlook Web

Message may say:

"Can't find Mail settings? Automatic replies and signatures have moved to the new 'Account' tab. [Click here to view the new 'Account' tab.](#)"

1. Click the underlined **here** link.
2. Select **Signatures**.
3. Copy and paste the correct template from the attached options.
4. Edit with your information.

Tips for Consistency

- Don't include your cell phone number, the phone number should be your most direct work line
- All signatures should be in Aptos font, with a size of 11, the first line only should be bold
- Do not add color (outside email address blue) or images to your signature line
- No extra text
- No italics
- Everyone needs an email signature