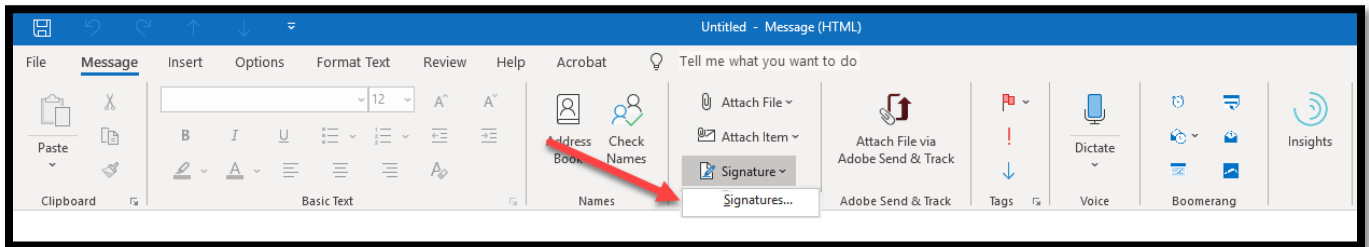
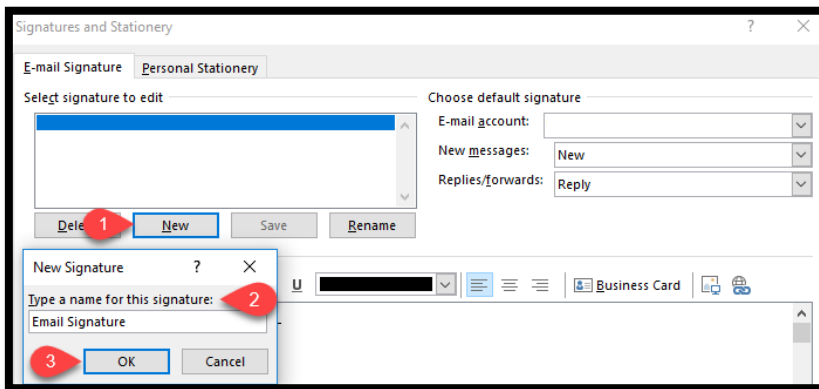


As part of our ongoing diversity, equity, and inclusion efforts and with respect to being inclusive of all gender identities, all associates have the option to include their pronouns within their email signature. Please follow the Essex template below.

1. Open Outlook
2. Create a new message then navigate to the Message tab. Click Signature and then select "Signatures":



3. Click **New** and then enter the name, "Email Signature".



4. Copy the appropriate signature block below by highlighting it with your cursor and clicking "CTRL+C". Make sure to include the horizontal line above the name line and the legal disclaimer.

Field/Onsite

Corporate

Your Name (your/pronouns) | Your Title

Your Community's Name
Your office address
City, State Zip code

Your community's website
Phone 555.555.5555
Fax 555.555.5555

Disclaimer: This message and any attachments may be privileged, confidential or proprietary. If you are not the intended recipient of this email or believe that you have received this correspondence in error, please contact the sender through the information provided above and permanently delete this message.

Your Name (your/pronouns) | Your Title
Essex Property Trust, Inc.

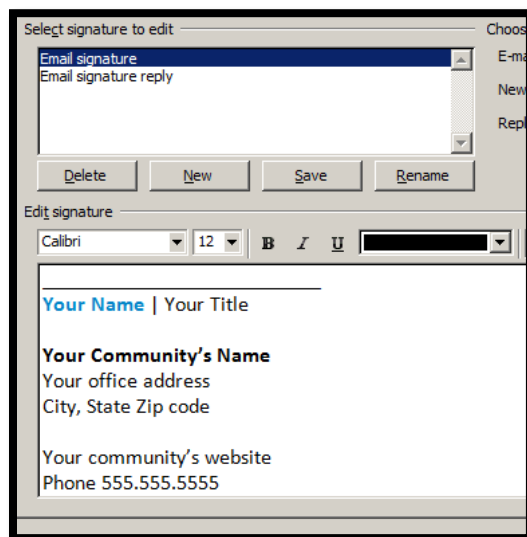
Your office address
City, State Zip code
Phone 555.555.5555
Fax 555.555.5555

Find your new home at
EssexApartmentHomes.com

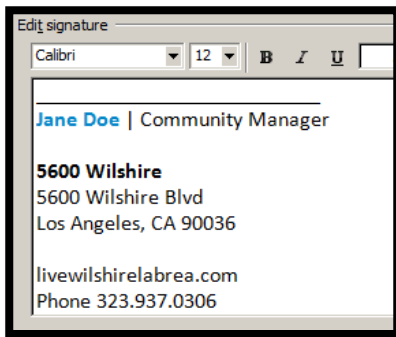
Disclaimer: This message and any attachments may be privileged, confidential or proprietary. If you are not the intended recipient of this email or believe that you have received this correspondence in error, please contact the sender through the information provided above and permanently delete this message.

Note: In the event of an office move, please include the following above the office address: *We've moved! Please note my new address and phone number:*

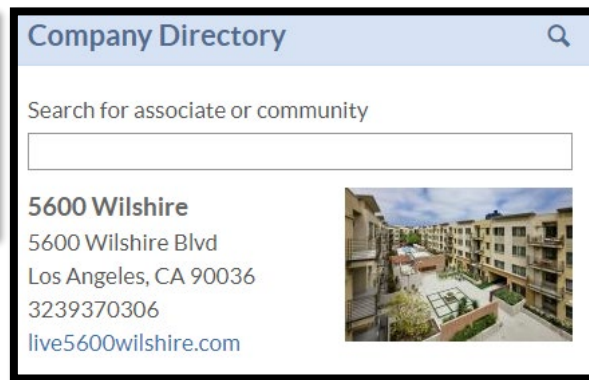
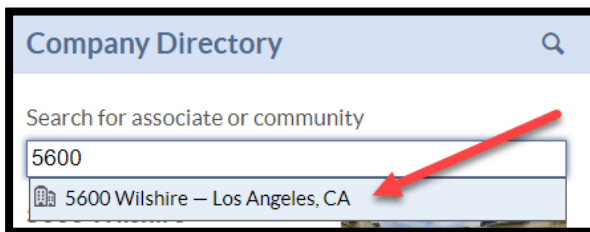
5. Paste the signature block in the **Edit Signature** pane by clicking "CTRL+V" on your keyboard.



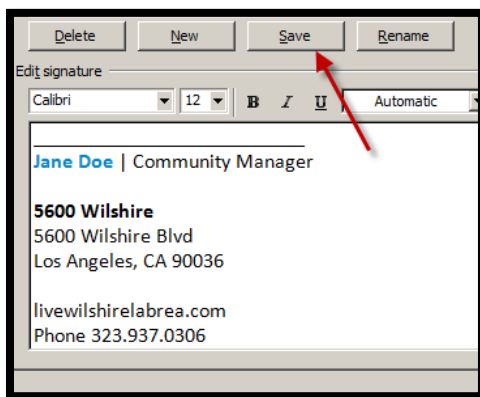
- Update the signature information with your name and phone numbers:



- Field associates: Please replace "Your community's website" with your actual community website URL. To find your community's URL, refer to the **Company Directory** on the Buzz homepage. **Type** the name of your community and select the link from the dropdown list. Your company URL will appear below the search bar.



- Click the **Save** button.

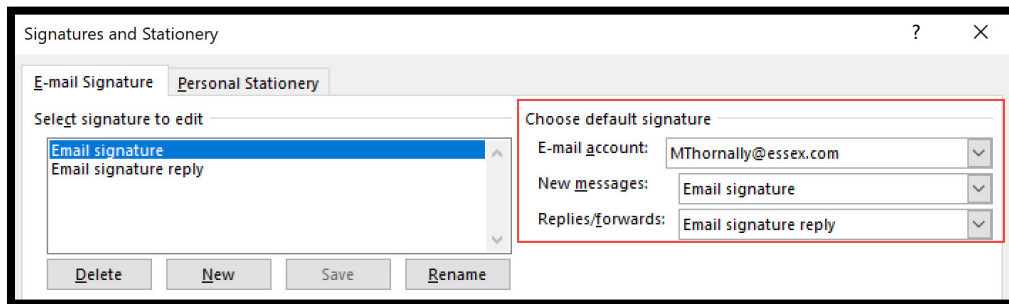


- Repeat steps 1-8 to create a “Email Signature Reply” signature. Copy the appropriate signature block below. Make sure to include the horizontal line above the name line and the legal disclaimer.

Field/Onsite	Corporate
<hr style="width: 25%; margin-left: 0;"/> <p>Your Name (your/pronouns) Your Title</p> <p>Your Community’s Name Phone 555.555.5555</p> <p>Disclaimer: This message and any attachments may be privileged, confidential or proprietary. If you are not the intended recipient of this email or believe that you have received this correspondence in error, please contact the sender through the information provided above and permanently delete this message.</p>	<hr style="width: 25%; margin-left: 0;"/> <p>Your Name (your/pronouns) Your Title Essex Property Trust, Inc.</p> <p>Phone 555.555.5555</p> <p>Disclaimer: This message and any attachments may be privileged, confidential or proprietary. If you are not the intended recipient of this email or believe that you have received this correspondence in error, please contact the sender through the information provided above and permanently delete this message.</p>

Note: In the event of an office move, please include the following above the office address: *We’ve moved! Please note my new address and phone number:*

- Under the **Choose default signature area**, select “Email signature” for “New messages” and “Email signature reply” for “Replies/forwards.”



- Send a new message to yourself to **test your new outgoing email signature**. Reply to this email to **test your new reply signature**.