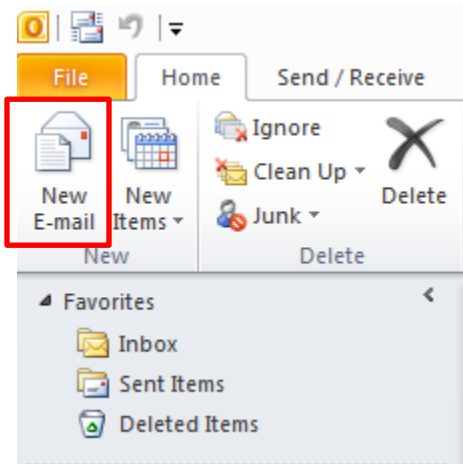
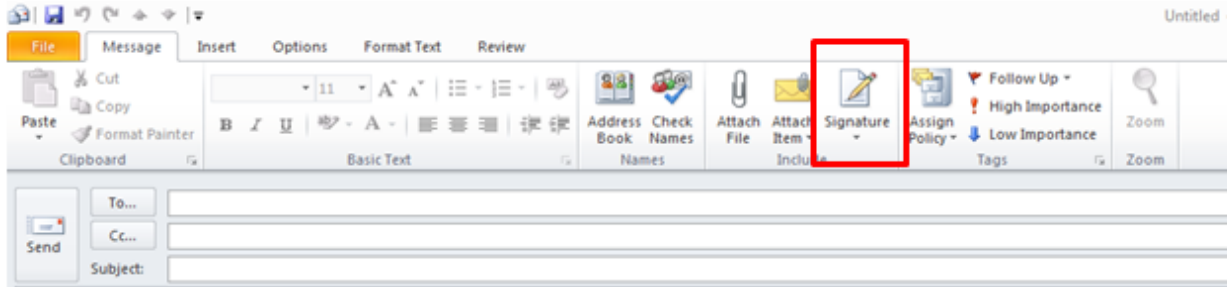


Outlook: Create a Signature

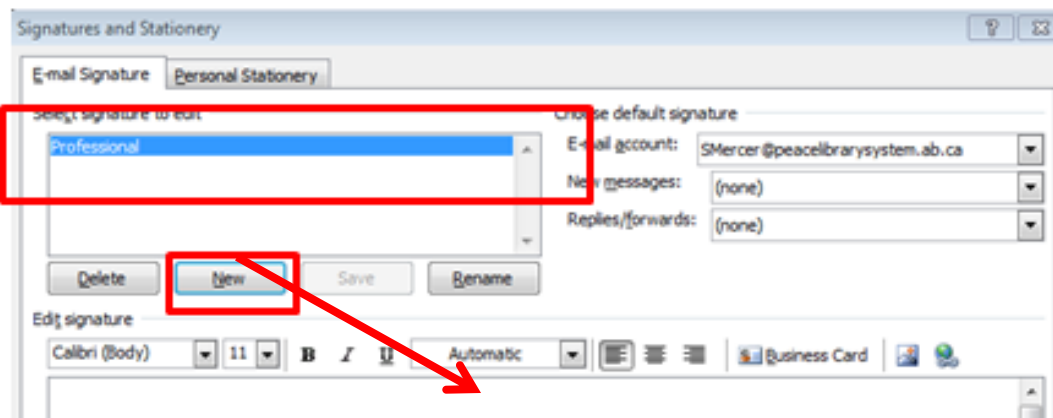
1. Open your Outlook window
2. Select “New E-mail” from the top left



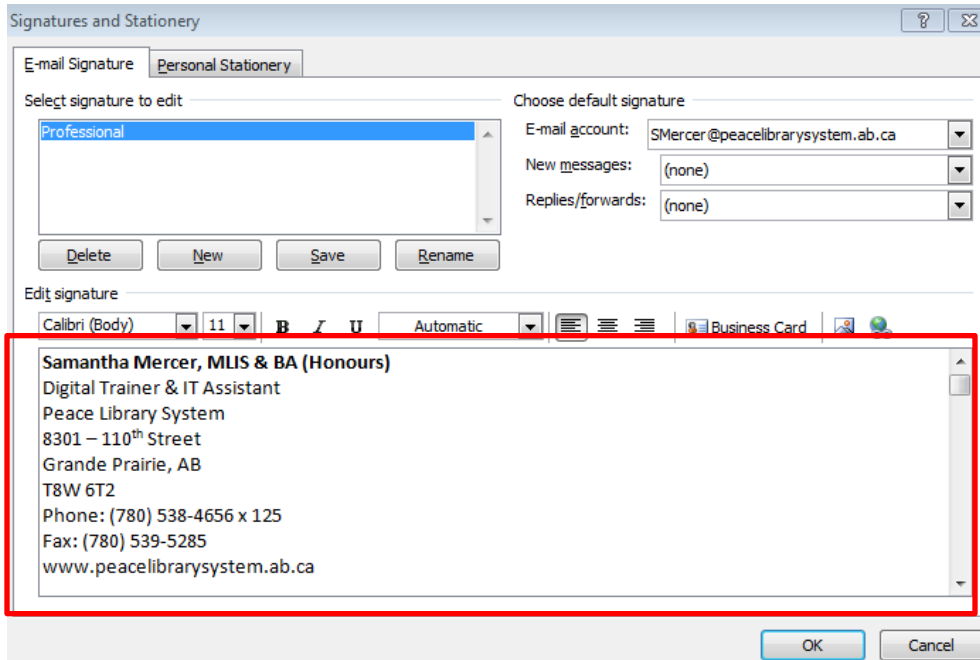
3. Select “Signature” from the top toolbar and choose “Signatures” from the drop down menu



4. Select “New”, type a name for your signature and select “Ok.” Your signature name will now be in the top left box.



5. Enter your signature in the large box on the bottom and select “Ok”



6. To insert the signature at the end of your email, select “Signature” and select the signature name from the drop down menu. The “Signatures button will still be there so you can create as many new signatures as you need.