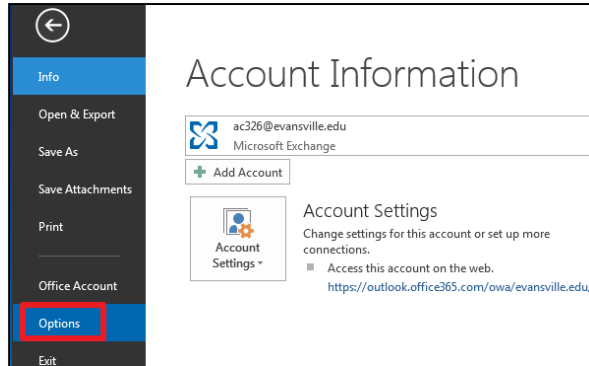
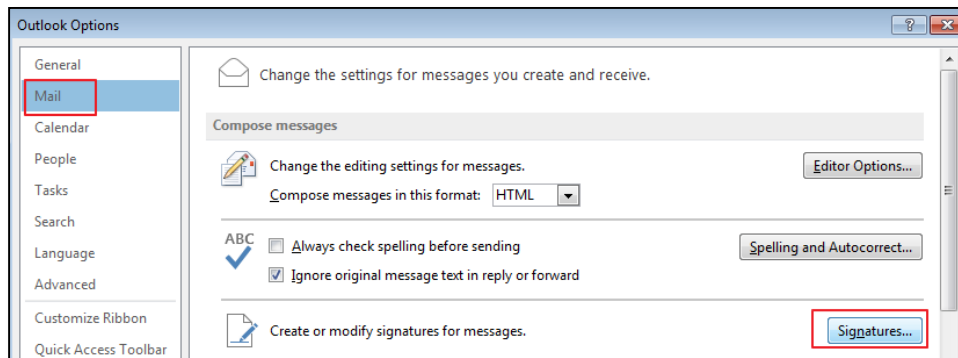


HOW TO CREATE A SIGNATURE IN OUTLOOK

1. Click **File** in the upper left corner
2. Click **Options**



3. Click **Mail**
4. Click **Signatures**



5. To create a new signature, click **New**. Type a name for your signature.
6. To edit your signature, in the Edit Box, personalize your signature as you wish.
 - o To include an image, you can either copy and paste the image in or click the Insert Image button
7. Select which signature you want to use for New Messages and what signature you wish to use for Replies/Forwards. You can use the same signature if you wish for both.

