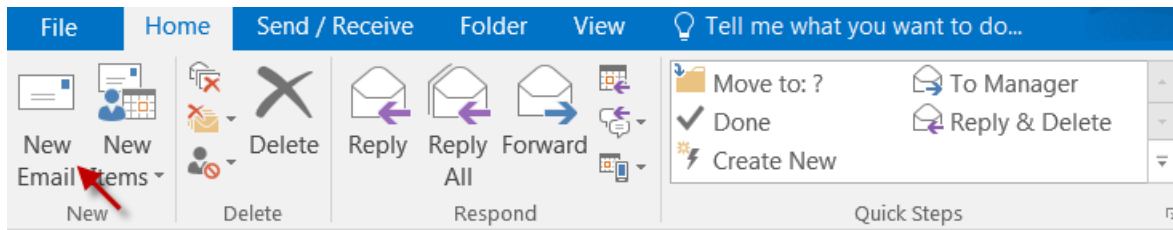
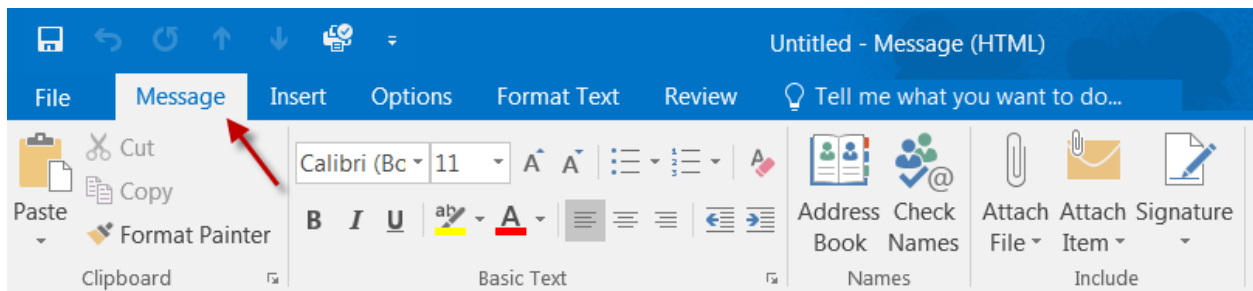


HOW TO CREATE A SIGNATURE IN OUTLOOK

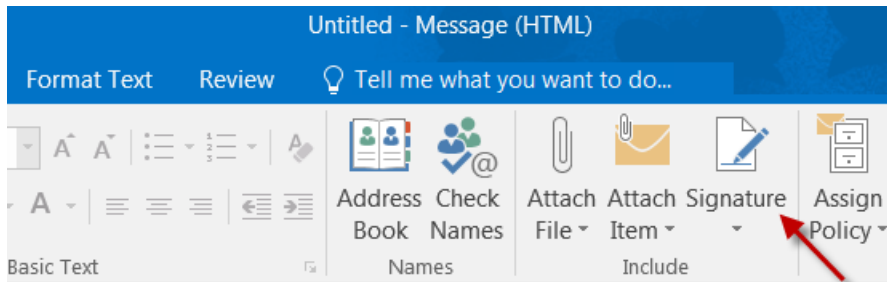
In Outlook, click on the “New Email” icon...



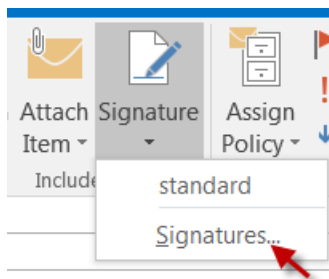
Click on the “Message” tab...



Click on the “Signature” icon...



Click on “Signatures”...



That will bring you to the screen where you will create your signature block for all of your emails. The “Select Signatures” area will be blank if you do not already have signature saved for your emails; so you will need to click on “New” to create one, by using the large area at the bottom to create/design your signature block. You will give it a name (like mine below is called “Standard”). If your email address is not already populated, you can type it in on the right. For the “New Messages” and “Replies/Forwards”, please use the drop down box to select the name of your signature block that you have just created and named. This will allow your signature to appear on all outgoing emails as well as replies and forwarded messages. Be sure to SAVE what you have created.

