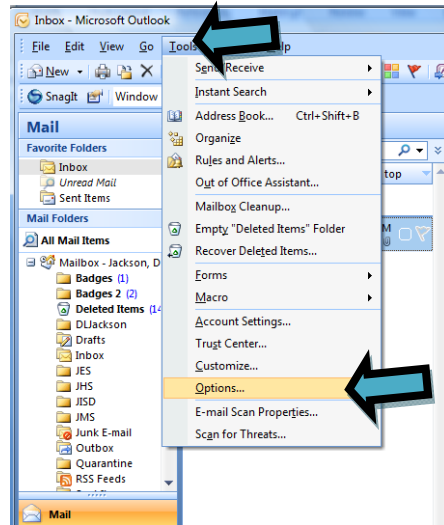


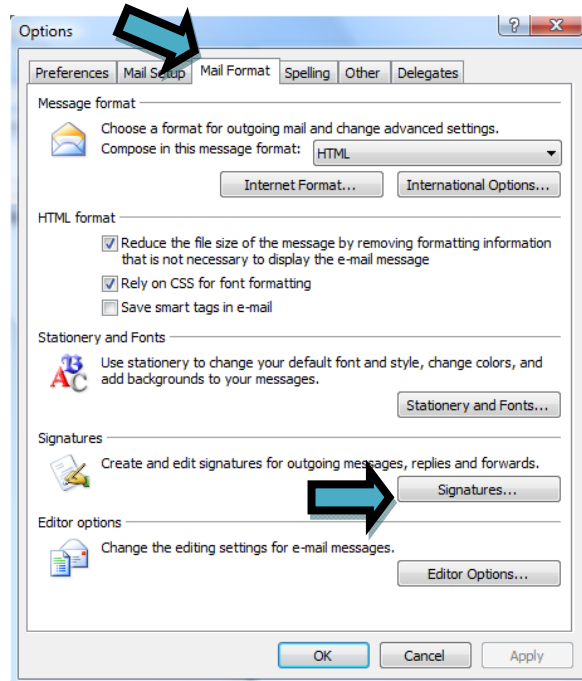
OUTLOOK

Creating a Signature

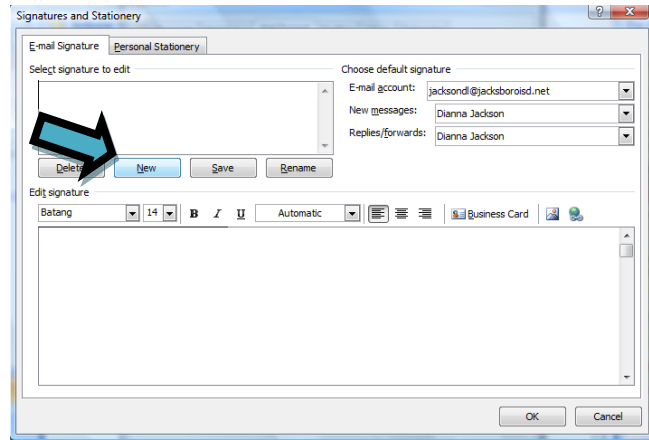
1. Open Outlook
2. Select **Tools > Options**



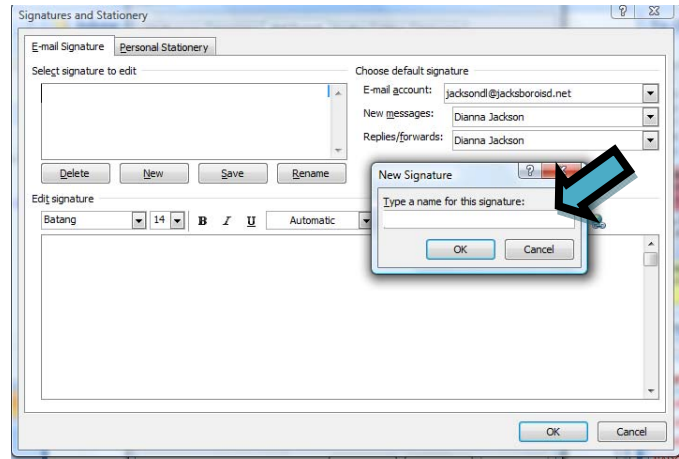
3. Select the **Mail Format** Tab and Click the **Signatures** Button



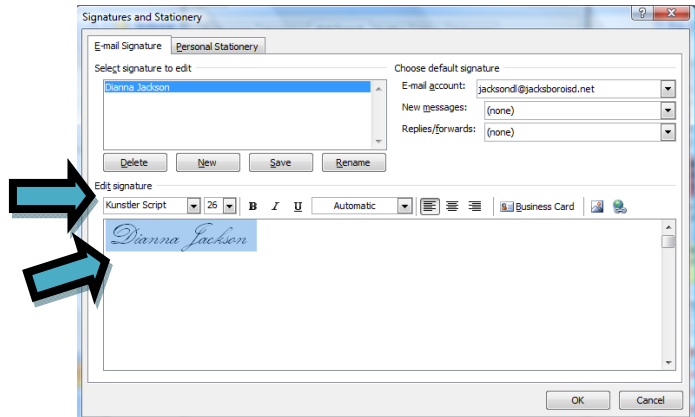
4. Click the **New** Button



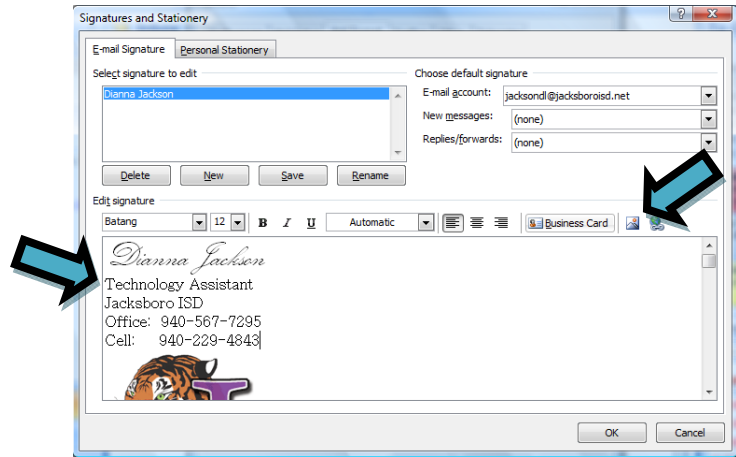
5. Enter a name for the **New Signature** and click OK



6. Enter your name in the bottom box. Highlight the text and format as desired.



- To add a picture, click the **add picture button**.
- When you are finished designing your signature, click the **OK button**.



- Set the Default Signatures for New messages and Replies/Forwards and click **Apply**.

