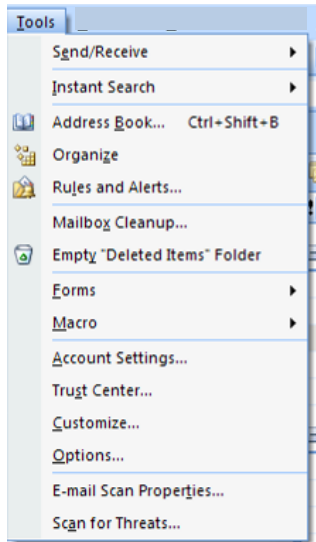


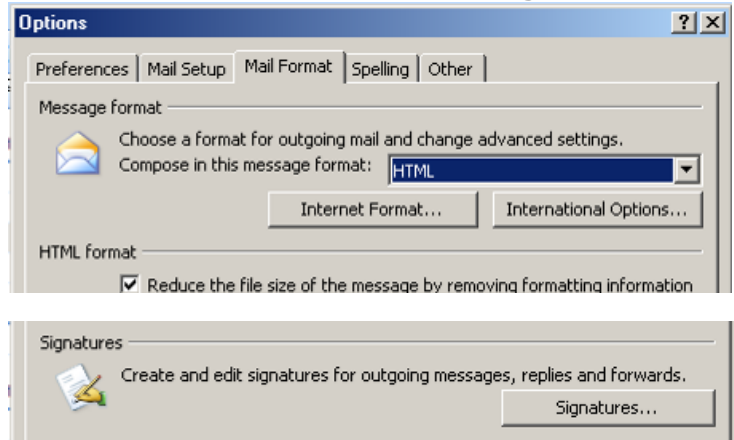
Add Signature

STEP 1:



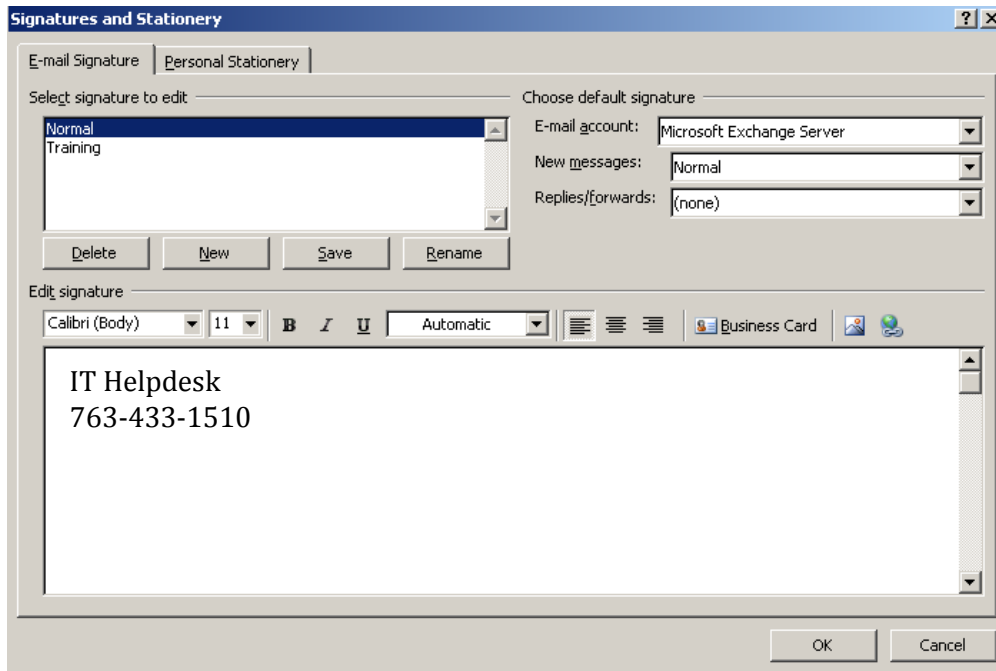
Open Microsoft Outlook select **Tools** → **Options**.

Under the **Mail Format** tab, click the **Signatures** button.



STEP 2:

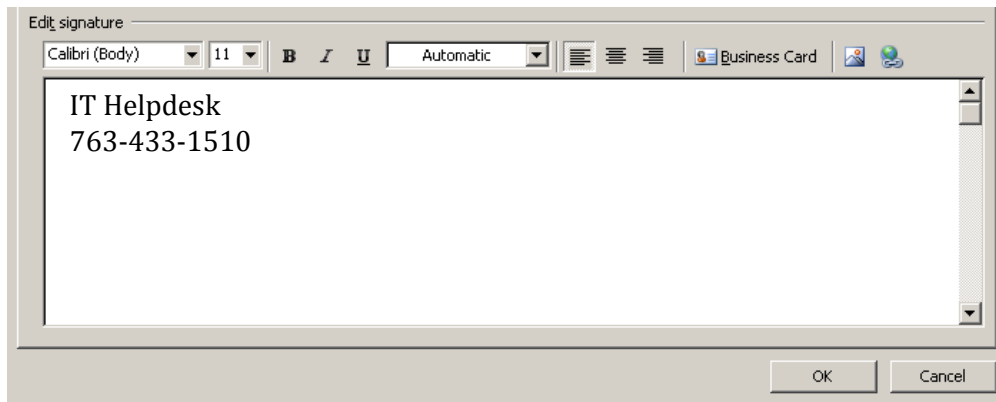
To create a new signature, click on the **New** button.



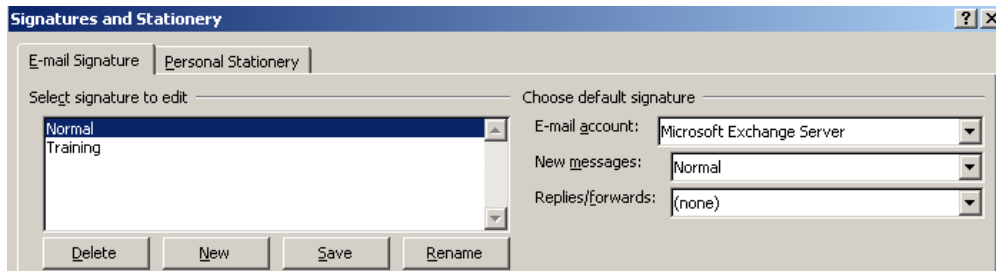
Enter a name for the signature and click on the **OK** button.



3. In the **Edit signature** frame, enter the text and format as you wish.



4. In the **Choose default signature** area, you can select what signatures you want to use for **New Messages**, and for **Replies/forwards**.



5. Click on the **OK** button.

Note:

- If you made a selection to show a certain signature for New Messages and for Replies/forwards the signature will automatically be inserted.
- If you did not add an automatic signature, from the open new message, click on the **Signature** button and from the drop down list, select the signature to be inserted into the message.