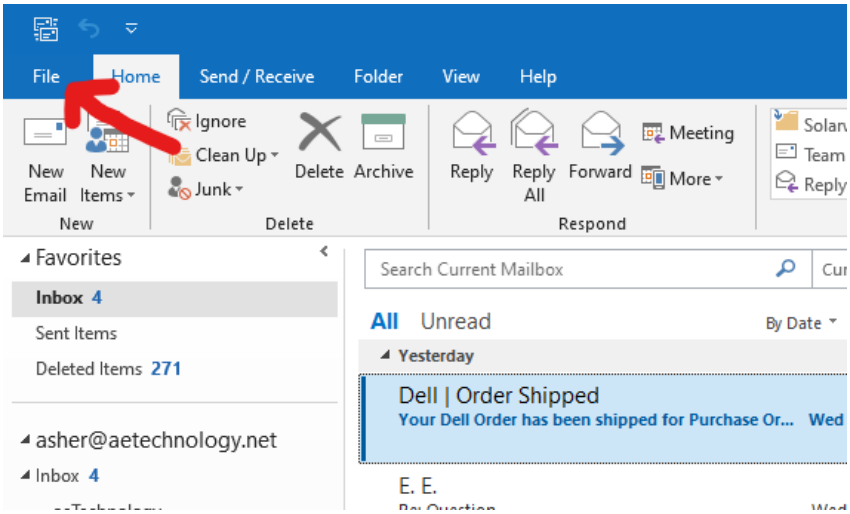
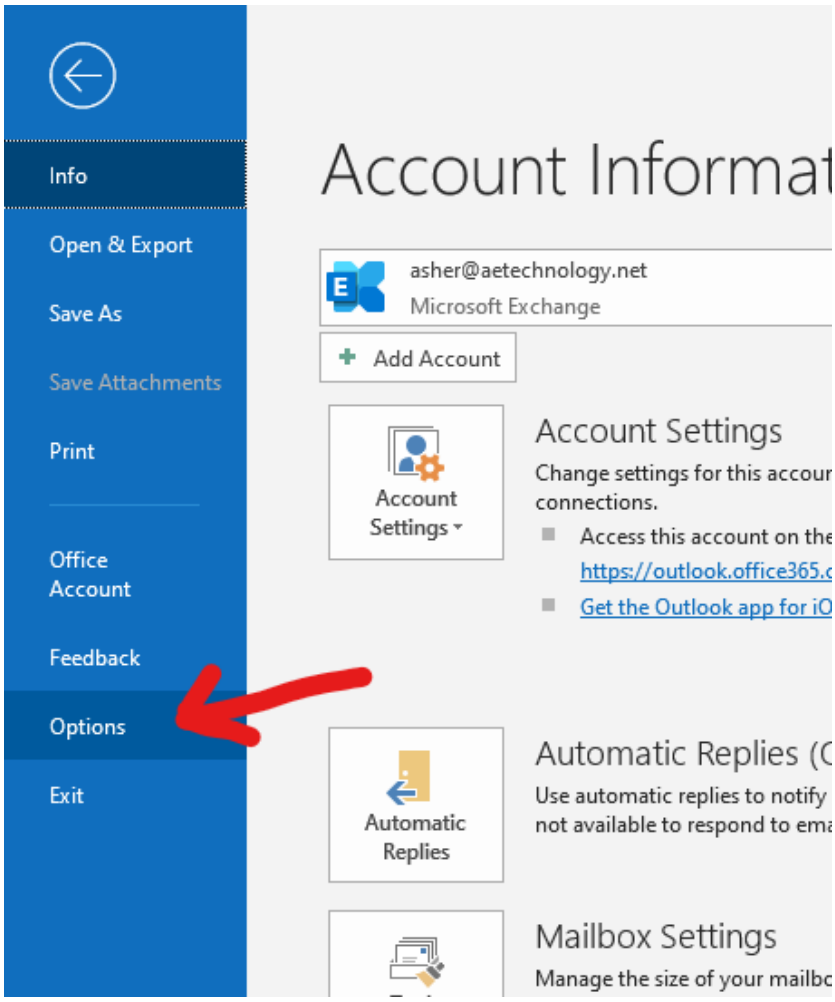
How to create an email signature in Outlook

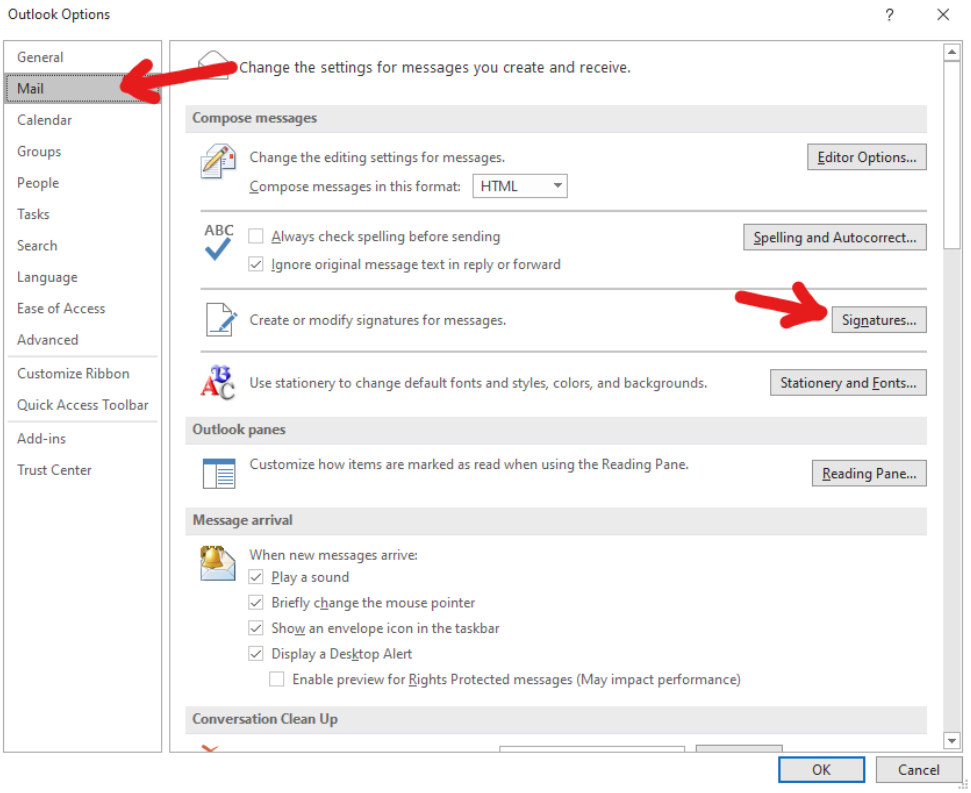
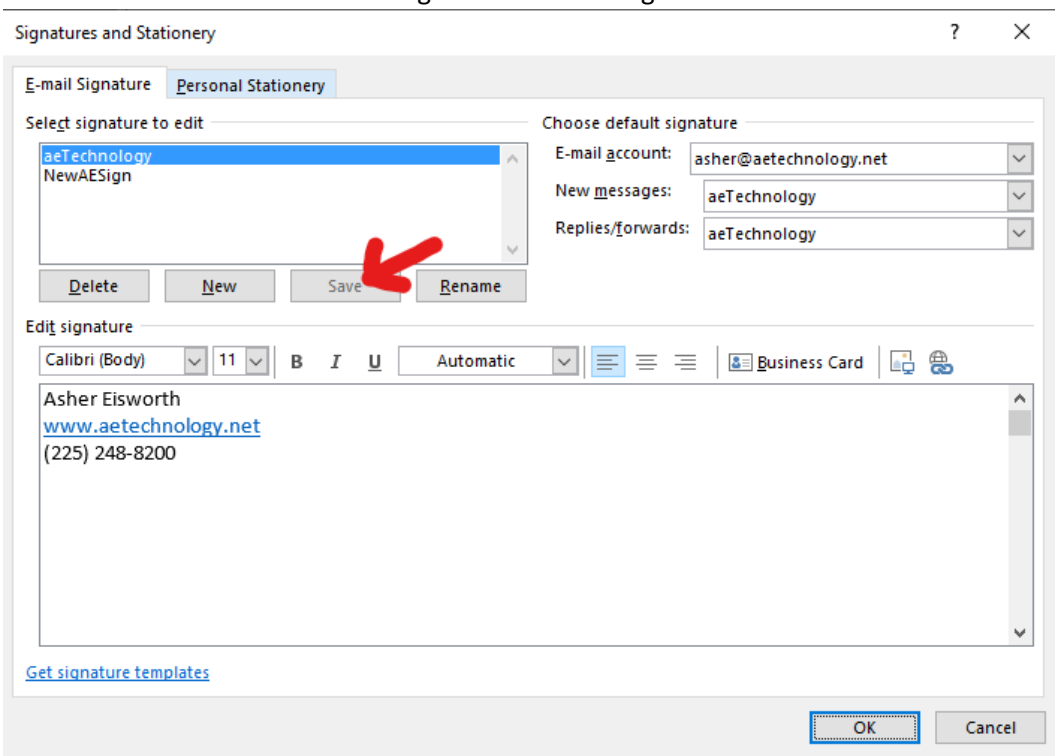
1) In Outlook, click on the File menu…



2) Select Options from the menu list…



3) Select Mail from the menus on the left > press the Signatures button on the right.



4) From this screen, you can create a single signature or multiple signatures using the upper left box. You can edit the signatures in the text box at the bottom. You will need to choose the default signature for New messages and Replies/forwards using the upper right box. Be sure to click the Save button before clicking Ok to close the signature windows.