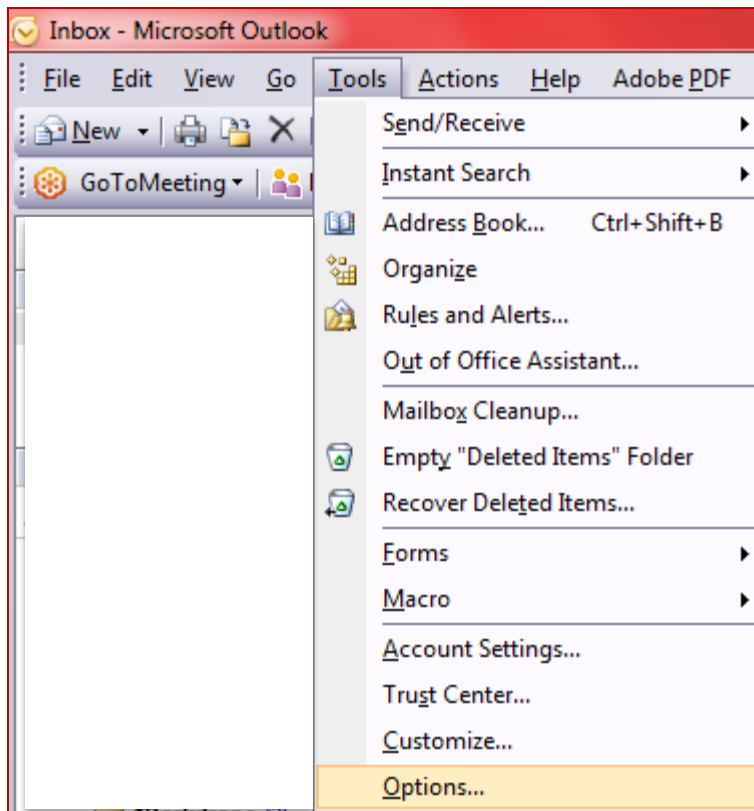


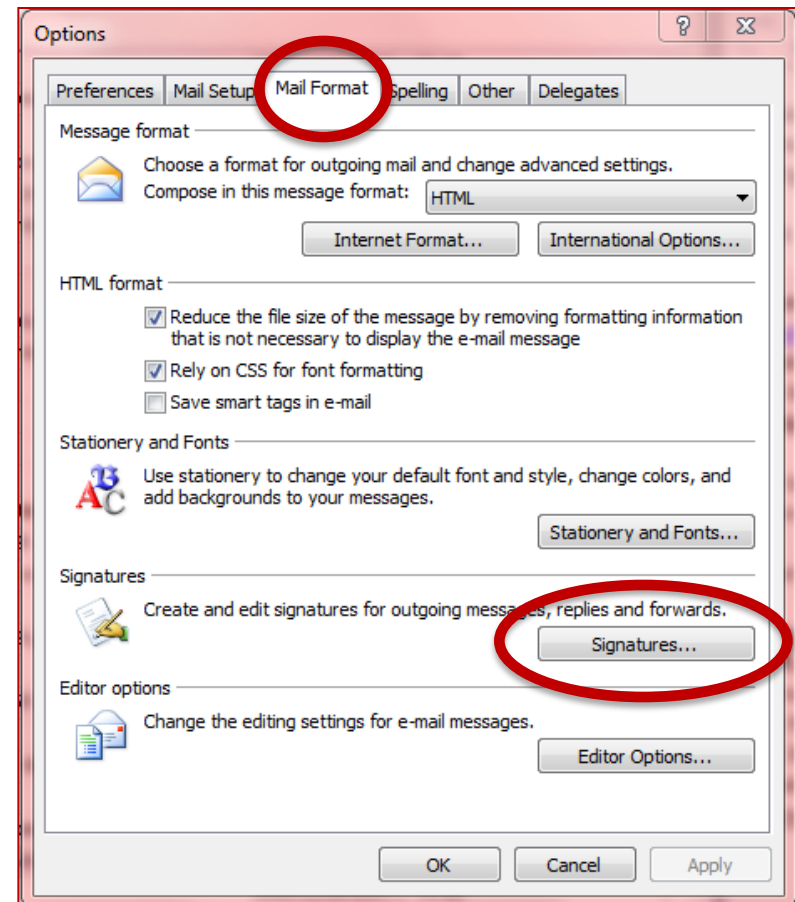


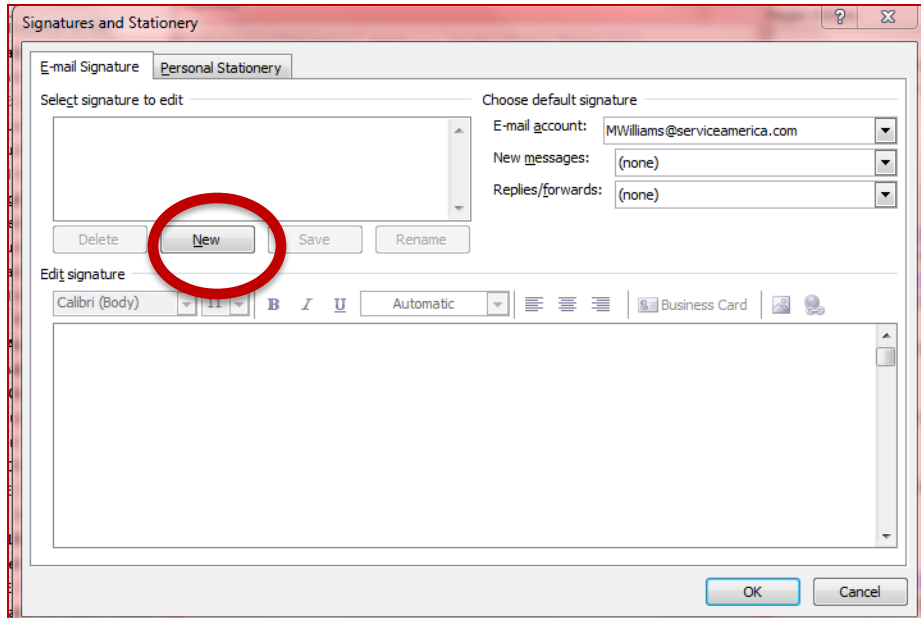
# Creating Your E-mail Signature

1. From your open Outlook e-mail
  - Click **Tools**
  - Then select **Options**



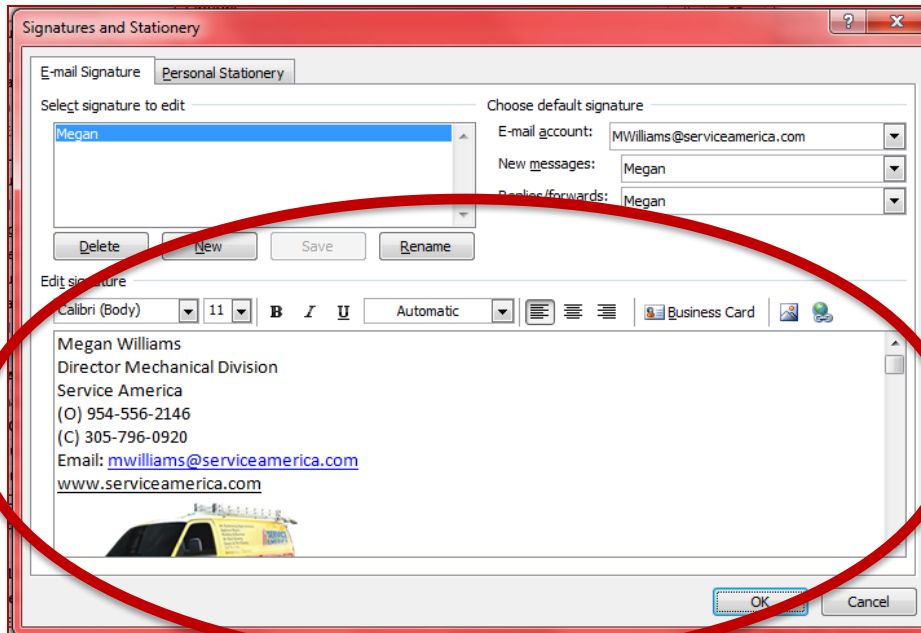
2. This will display the **Options** screen
  - Select **Mail Format**
  - Then select **Signatures**





3. This will display the **Signatures and Stationery** screen

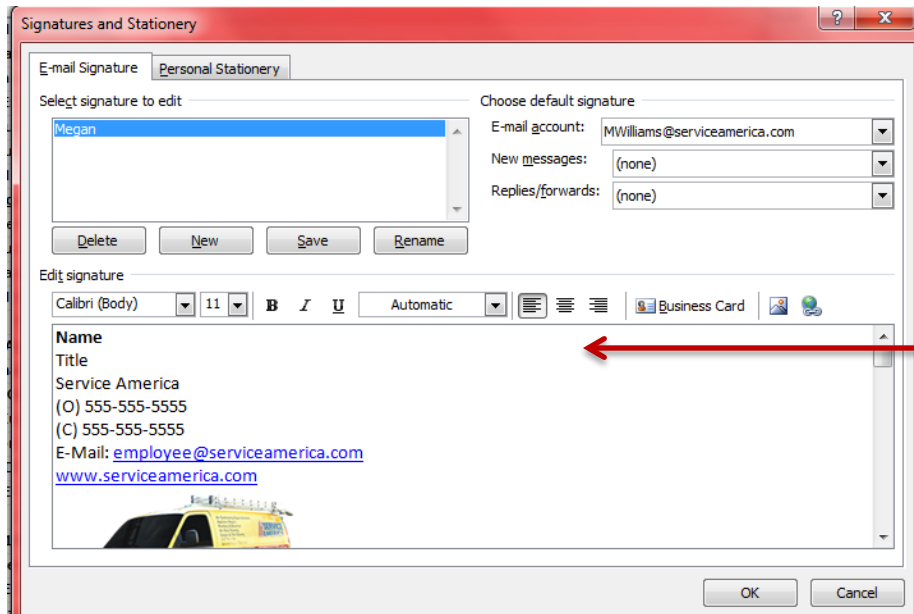
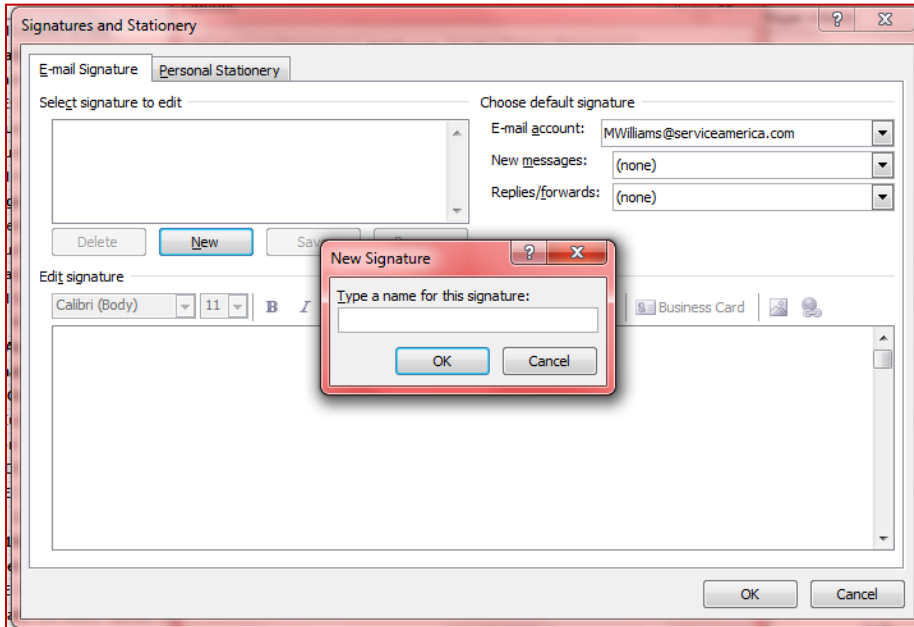
- If you **do not** already have a signature set-up, the screen will be fully blank
  - Select **New**

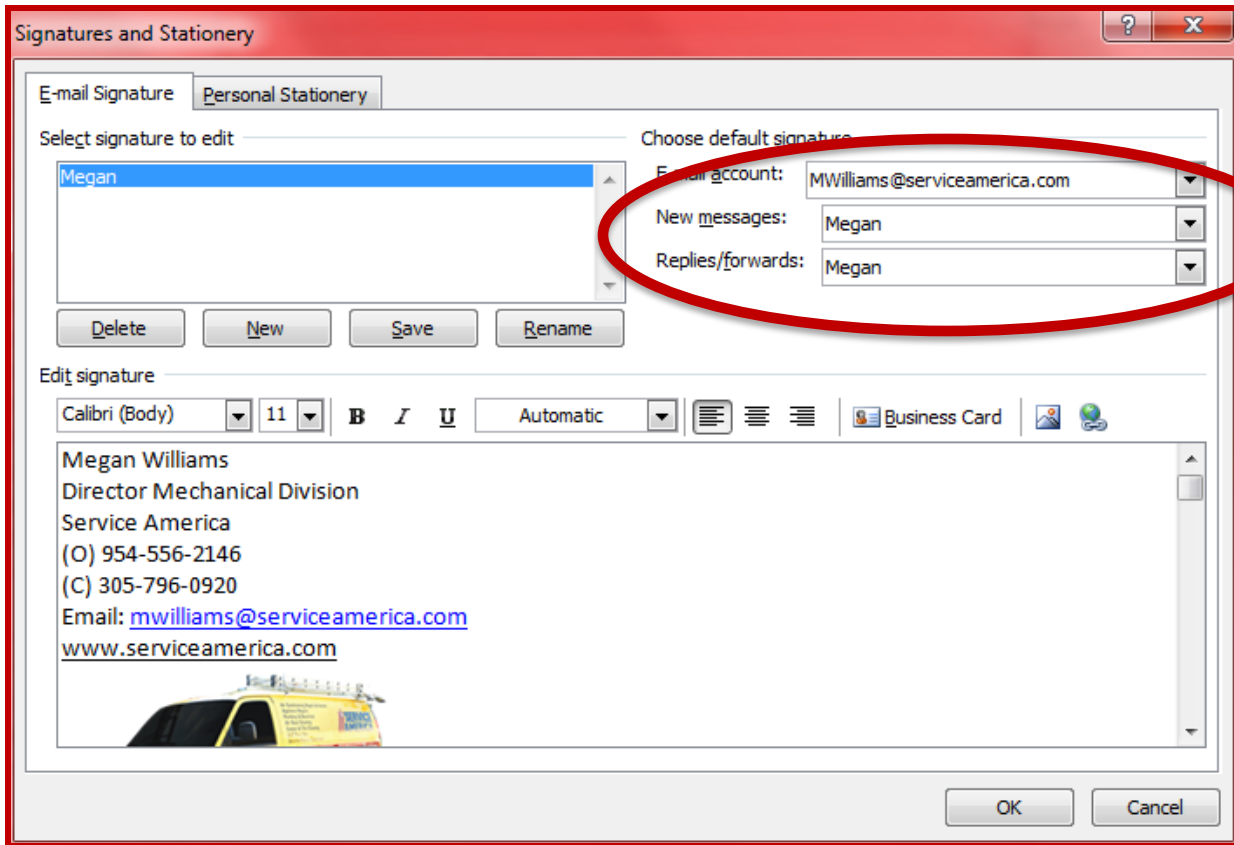


- If you **do** already have a signature set-up, it will be automatically highlighted and ready to edit in the bottom frame

4. The **Name** box will pop-up for you to name your new signature
  - Hit **OK** after you type in the name

5. Copy and Paste the e-mail signature into the bottom of the signature body – **Font Calibri 11**





6. Once you have completed filling in your information:
  - Select your new named signature for **New Messages** and **Replies/forwards**
  - Select **OK** to Save