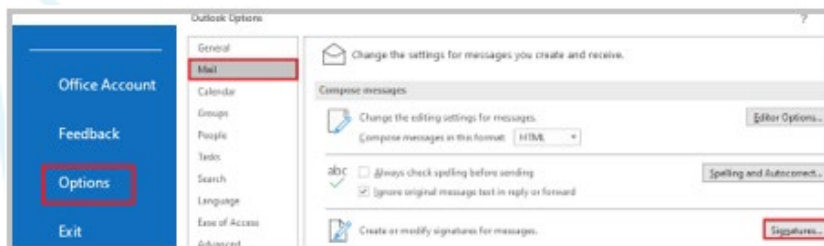


Creating a signature on Outlook

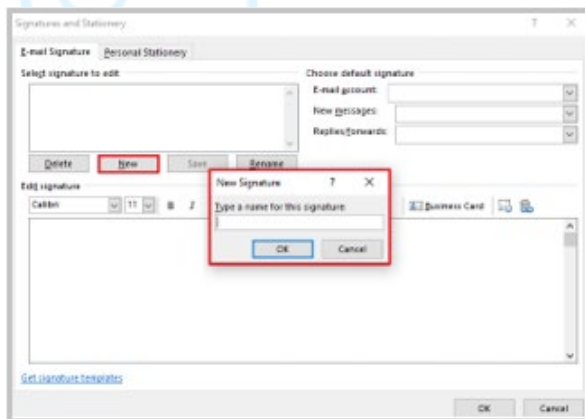
1. Open Outlook and click **File** in the top left hand corner to open **Account Information**.



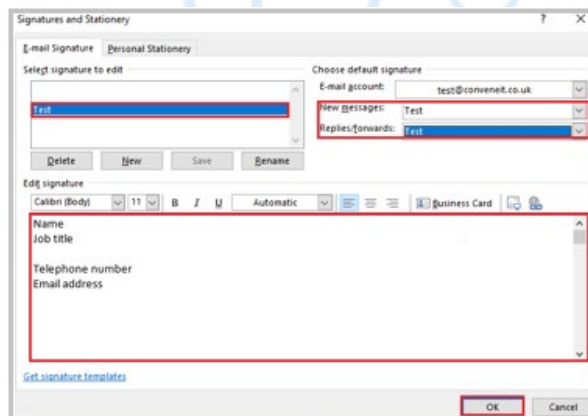
2. Once in Account information, click **Options** near the bottom of the page. Select **Mail** and then **Signature**.



3. Click **New** and type in the name for this signature, usually your name. Click **OK**.



4. In the **Edit signature** box, add your signature (usually name, job title, telephone, email, company logo etc) Click **OK**. Your email signature is now created. This will appear in new messages, replies and forwards.



Please ensure in the **Choose default signature** section your signature is selected, because your signature will not appear if these are not selected.