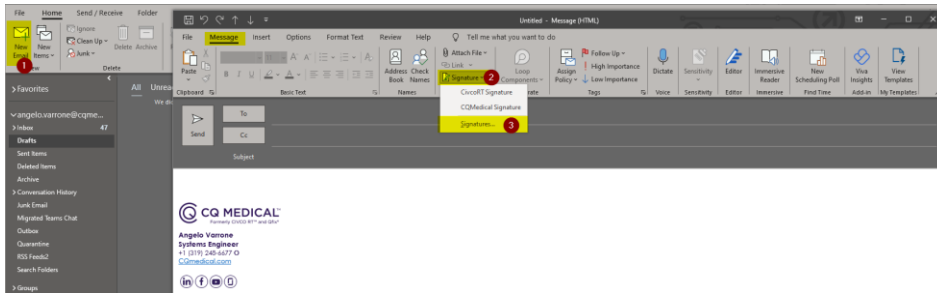
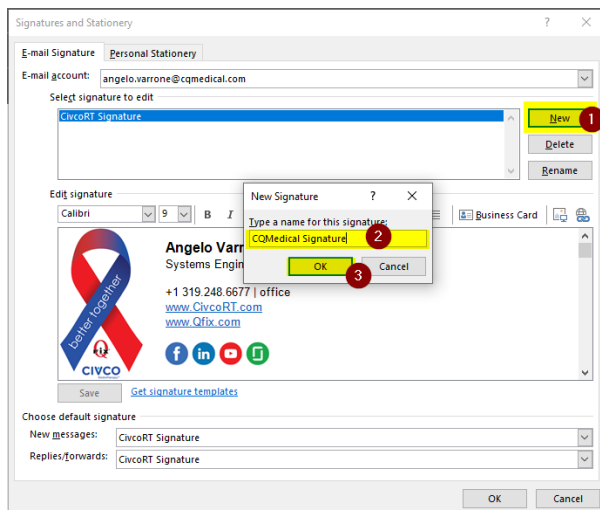


## Create or Modify a Signature in Outlook

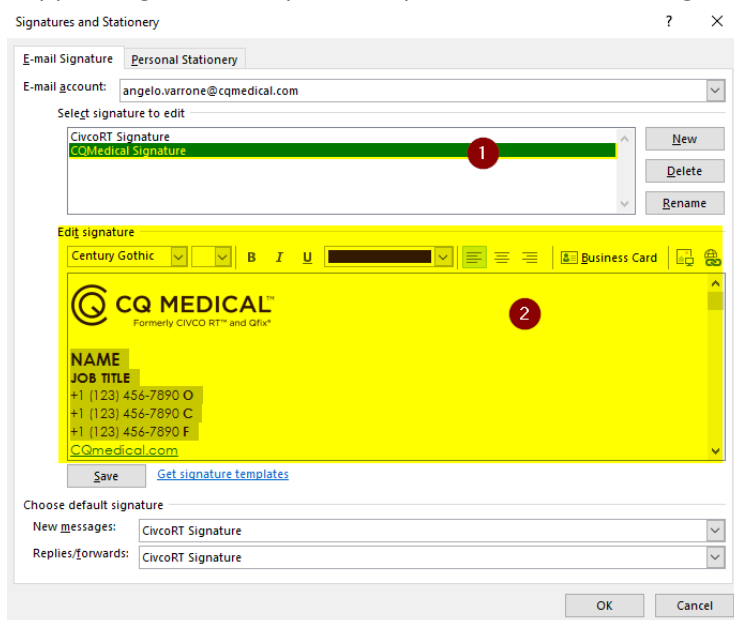
1. Open Microsoft Outlook and in the top left corner, select “New Email”
2. In the New Email pop up, you will navigate to the “Signature” drop down on the Message ribbon at the top of the screen. Click the drop down and then select “Signatures...”



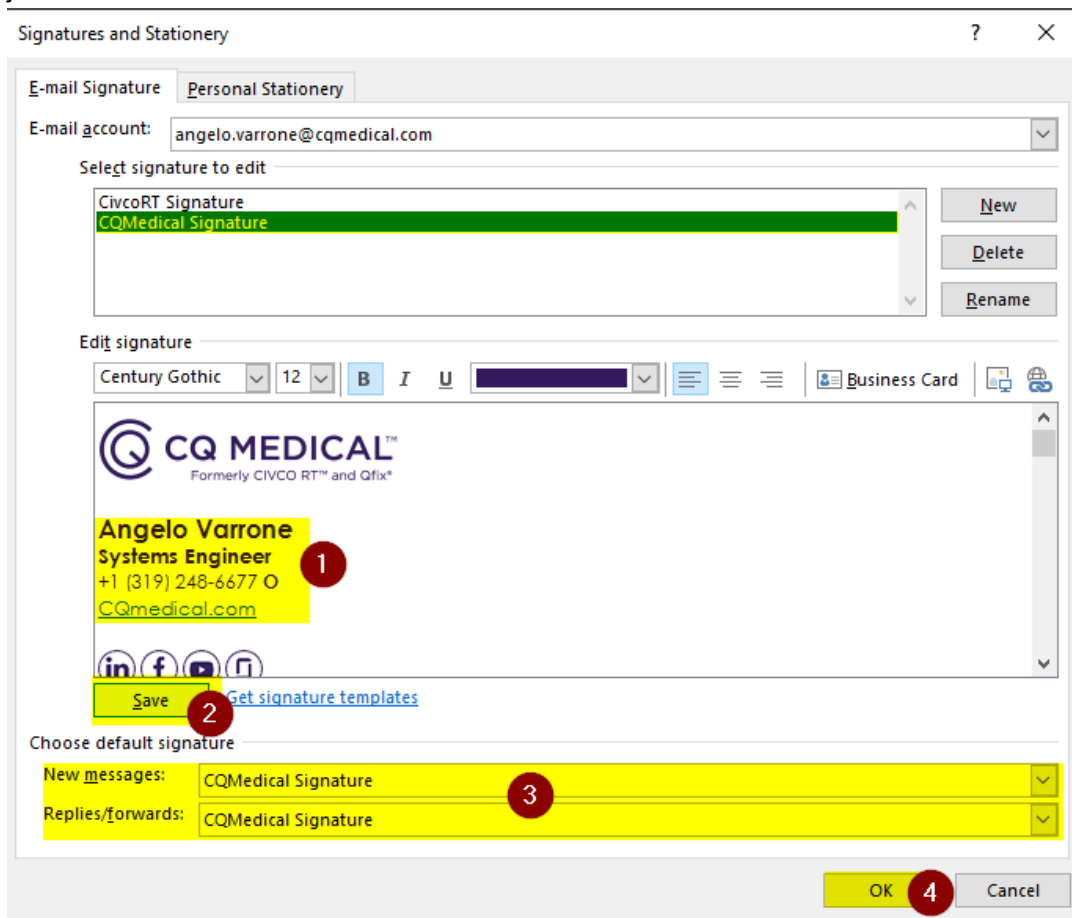
3. You will then select “New” towards the right hand side of the screen and create a title for your Signature. Then click “OK”



4. Once you click “OK” you will need to select the new, blank signature that you just created in order to customize it. Simply click on the custom title of the signature you just created in Step 3 and you’ll be able to edit the signature in the “Edit signature” pane below.
5. Copy the signature template and paste it into the “Edit signature” pane below.



- Be sure to customize the signature with your Name, Job Title, and respective contact numbers (Office, Cell, and Fax). If you don't have a Fax number, for example, simply delete it from the signature entirely. See example in the next screenshot in Step 7
- Now that you've customized your signature, you will click "Save" at the bottom left of the Edit signature pane. Also be sure to change both the dropdowns for "New messages:" and "Replies/forwards:" to the signature you just created.



- Click "OK" and you have successfully created a new signature in Outlook.