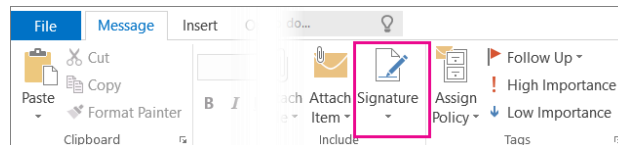
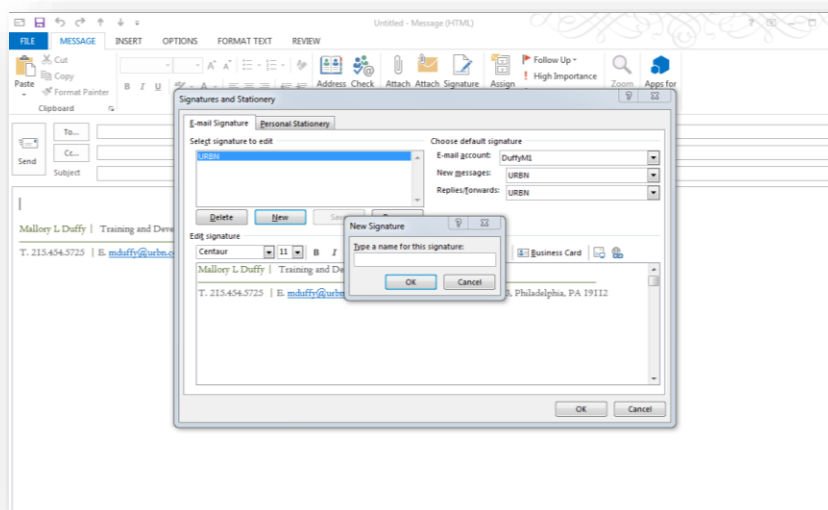


To set up your new signature to appear automatically in every email follow the steps below:

1. On the **Outlook Home** screen click “New Email”
2. When the email window opens, on the **Message** tab, click **Signature > Signatures**



3. Once in the signature window, click “New” and type a name for your new signature. Then click “Ok”



4. Copy and paste the new signature in the “edit signature” field and update it with your information. Make sure the new signature is then **selected as your default signature for New Messages and Replies/Forwards**.
5. Click “OK” to save your signature.
6. Click a New Message – if you followed the steps above, your new signature should automatically appear in the body of your email.