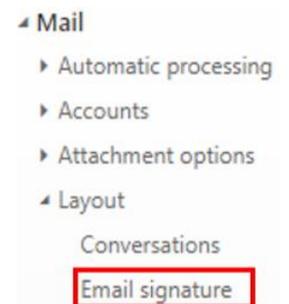
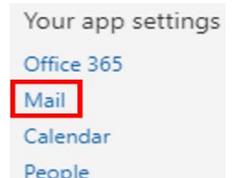


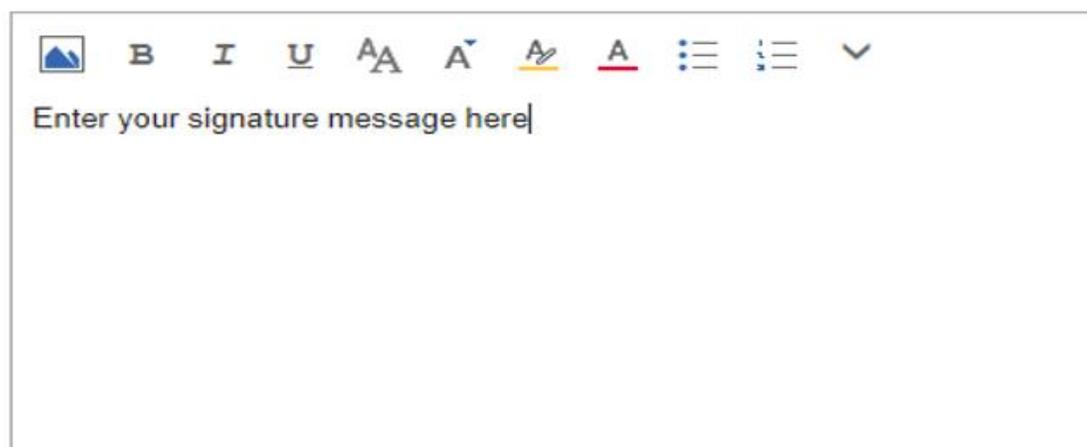
How to Add a Signature to Outlook Emails

1. Log into your account and click the gear in the top right to open settings.
2. A menu will open on the right. Click “Mail” located near the bottom.
3. A new menu opens on the left. Locate “Email signature” under the “Mail” section and in the “Layout” tab.
4. In the “Email signature” menu you can now select options for your signature as needed. In the text box you can type the message you would like to be included as a signature.
5. Once you have finished creating a signature simply click “Save” near the top of the page.



Email signature

- Automatically include my signature on new messages I compose
- Automatically include my signature on messages I forward or reply to



Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Text color (A), Background color (A), Bulleted list, Numbered list, and a dropdown arrow. Below the toolbar is a text box containing the placeholder text "Enter your signature message here|".