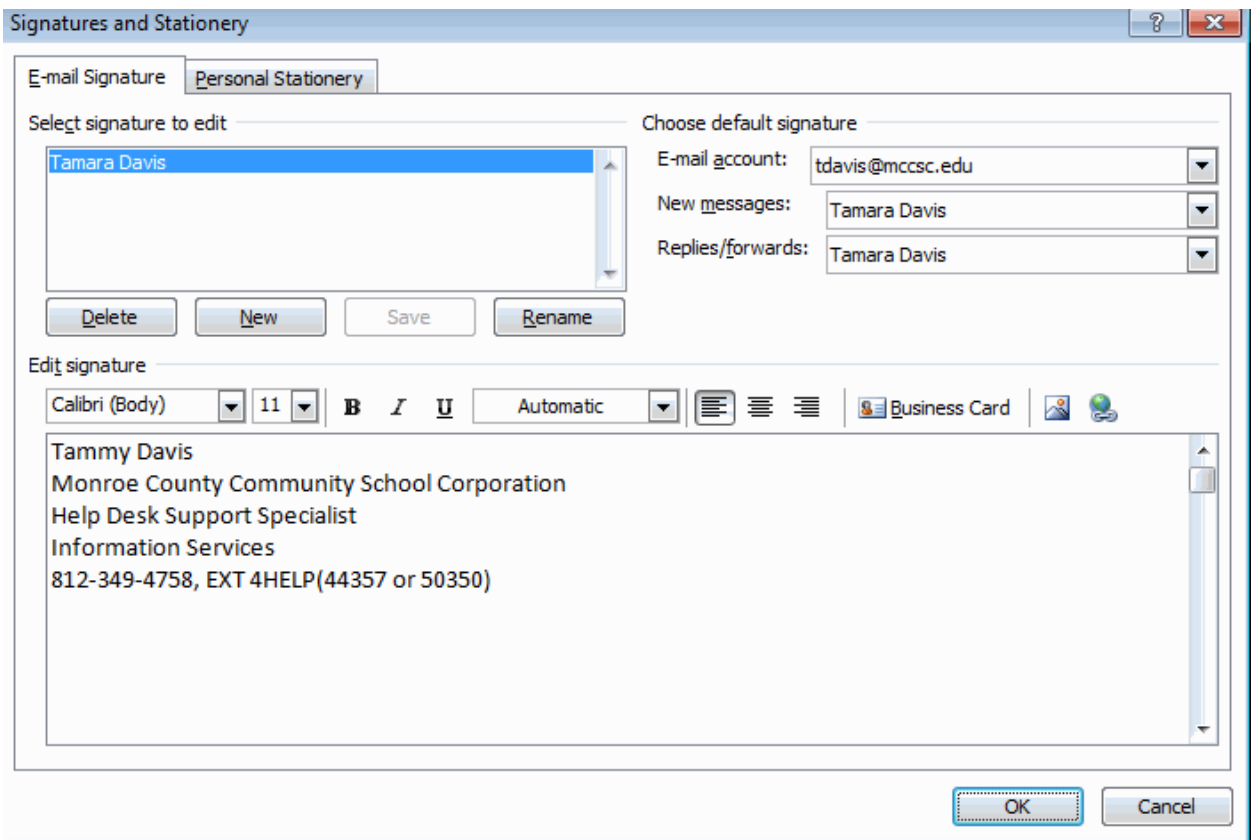


## Adding a Signature in Microsoft Outlook

1. Click on File, Options
2. Click on Mail Tab to Left
3. Click on Signatures
4. Click on NEW, Type in Signature, SAVE



5. Click on New Messages, set to your signature
6. Click on Replies/Forwards, set your signature
7. Click OK to go back to Mail

You can test it by creating a new message.

You will see your signature at the bottom of the message.