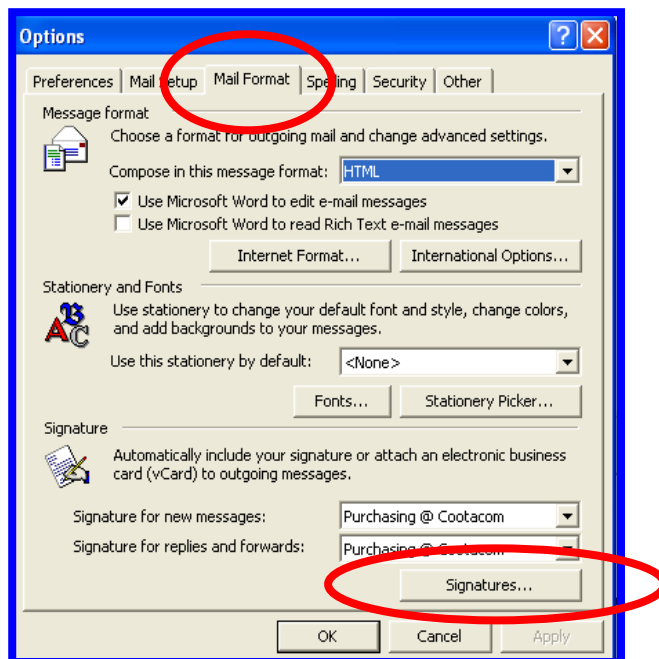
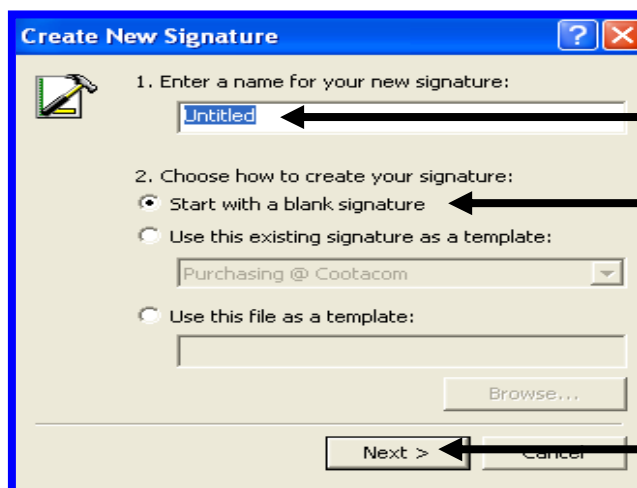


## ADDING A SIGNATURE TO EMAILS

1. In **Outlook**, choose **Tools** from the **Menu Bar** and then **Options** from the drop down list
2. Choose the **Mail Format** tab from the **Options** window and then **Signatures** at the bottom right hand of the window as per below.



3. In the next window choose **New**
4. In the **Create New Signature** window, do the following:



1. Type a relevant and easy to remember name.

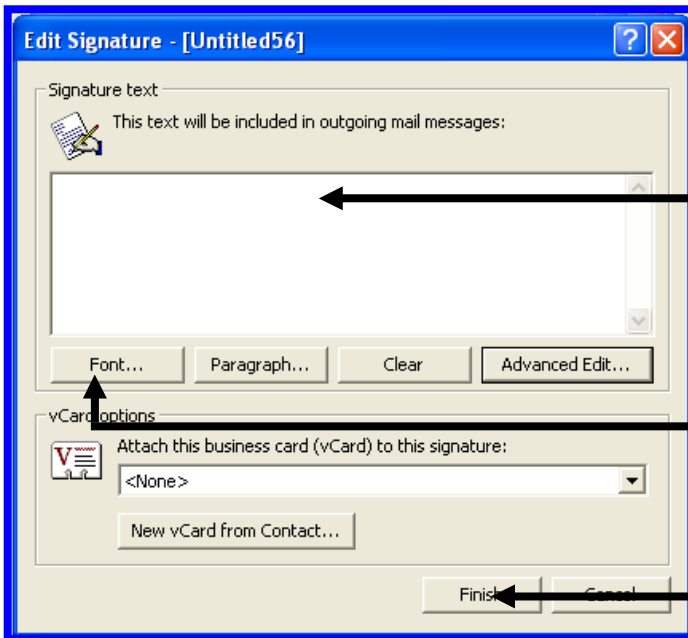
2. Choose **Start with a blank signature**

3. Click **Next**

Updated by TI

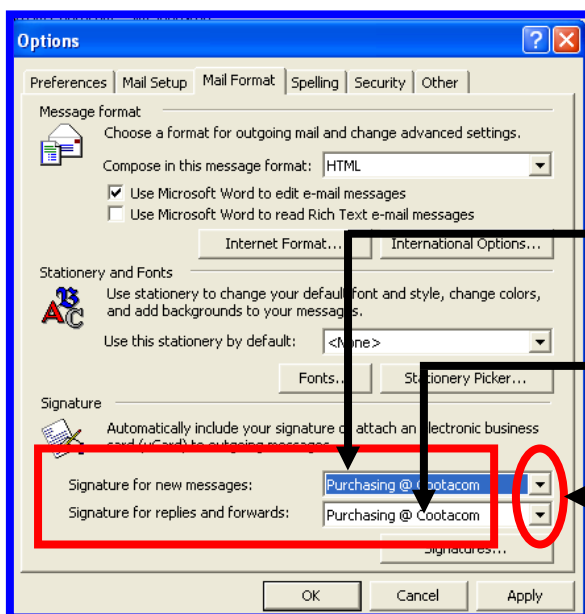
D/07/2710

Version 1.0



1. Insert the message you want to appear in your emails
2. Format the message by
  - (a) Highlighting the relevant text
  - (b) Choose **Fonts** and apply desired formatting.
3. Click **Finish**

5. Click **OK** in the next window to save the signature
6. To attach your new signature to your emails, do the following:



1. Ensure it is listed in the **Signature for new message box**
2. Ensure it is listed in the **Signature for replies and forwards.**
3. If it does not appear, click on the down arrow for each option and choose your newly created signature
4. Click **OK**

7. Your signature will now appear in messages you create, reply to and forward.