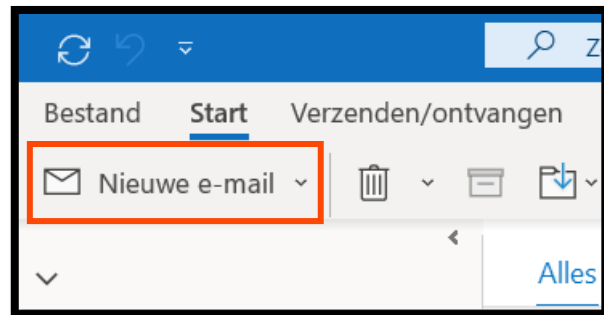


Setting up an Email Signature Outlook in Windows

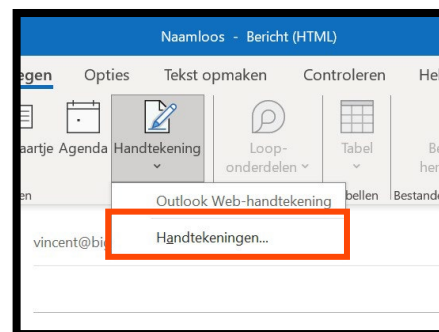
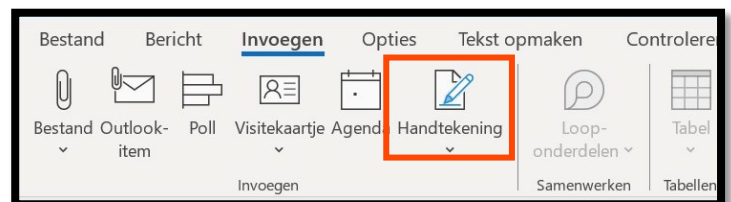
STEP 1

Click the "New email" button.



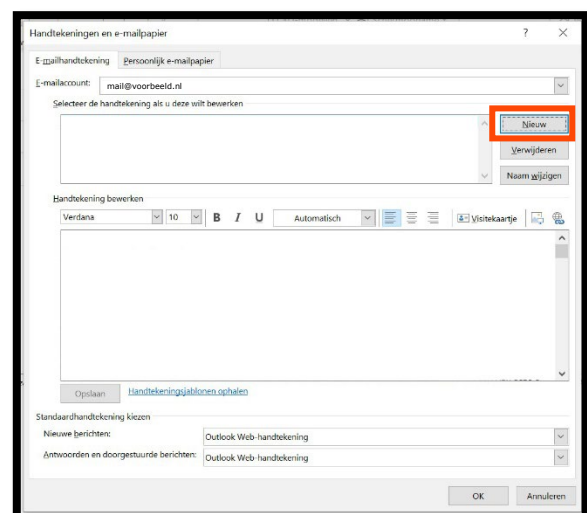
STEP 2

Select the "Insert" menu. Then click on "Signature" and choose "Signatures...". If this button is not visible, first make the Outlook window wider.



STEP 3

You will see the following screen. Click the "New" button.



STEP 4

Enter a name for the signature and click "OK".
You can choose any name.



STEP 5

In the "Edit signature" field, you can enter your own text, which will automatically be added to every email.

If you have multiple email accounts, select under "Email account" which account you want to use this signature for.

Then choose the newly created signature for both "New messages" and "Replies/forwards".

Click "OK" to save the signature.

