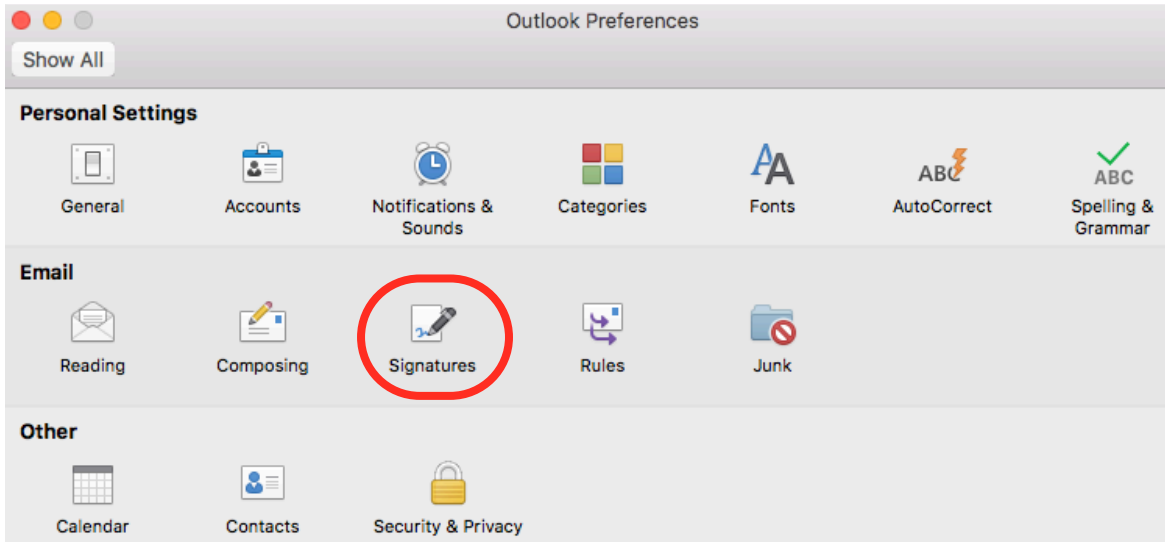
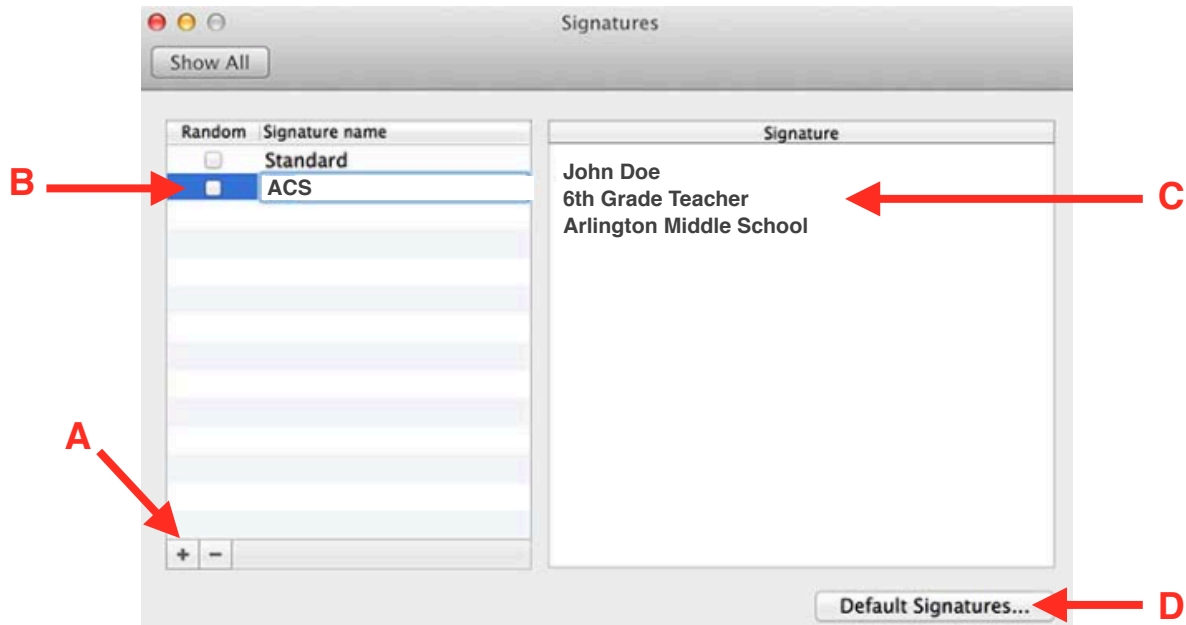


Creating and Setting a Default Email Signature in Outlook

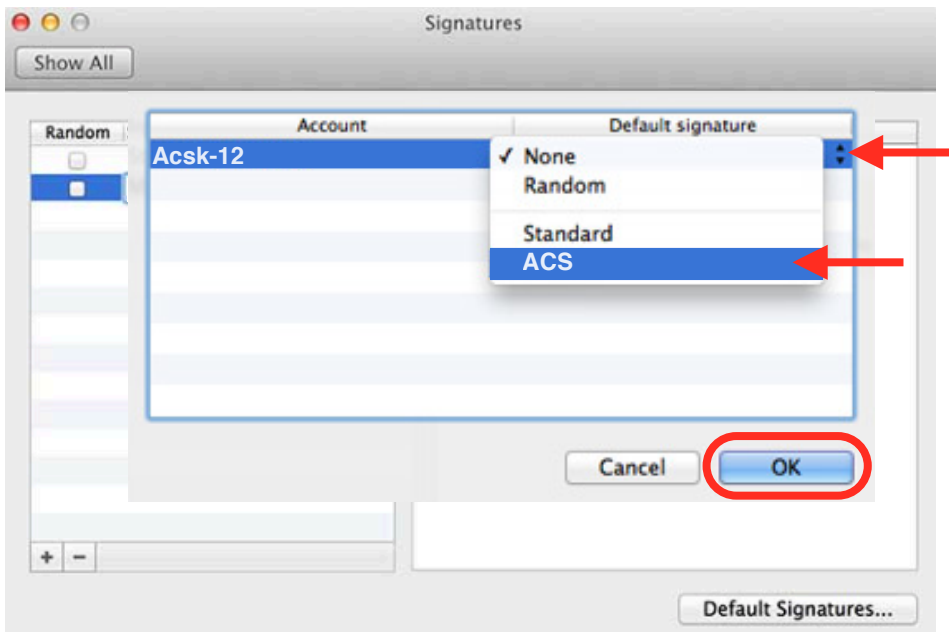
1. Open **Outlook**
2. Click on **Outlook/Preferences**
3. In the **Outlook Preferences** window, click on **Signatures**.



4. To create a **new signature**, do the following:
 - A. Click on the **plus sign (+)** in the bottom left corner to create a new signature.
 - B. In the left pane of the window, double click on **Untitled**. Then, type a name for your signature. (This name does not appear in your messages. Example: ACS)
 - C. In the right pane of the window, type the text that you want to include in your signature. An example is below.
 - D. Click on the **Default Signatures** button.



5. Click the blue bar to highlight and select the name of the signature you created. Then, click **OK**.



6. Close the **Signatures window** by clicking the **red button** at the top left.



7. Anytime you compose an new email, your default signature will automatically be included.