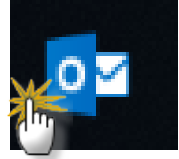
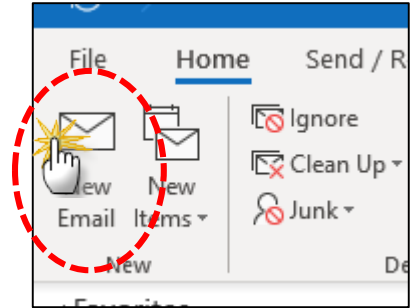


# Creating a Signature in Outlook

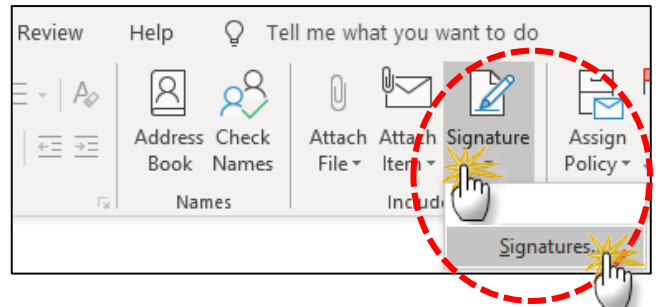
1. Click on the Outlook icon in your bottom taskbar to open Outlook



2. Click on New Email icon in the top left corner of the menu bar

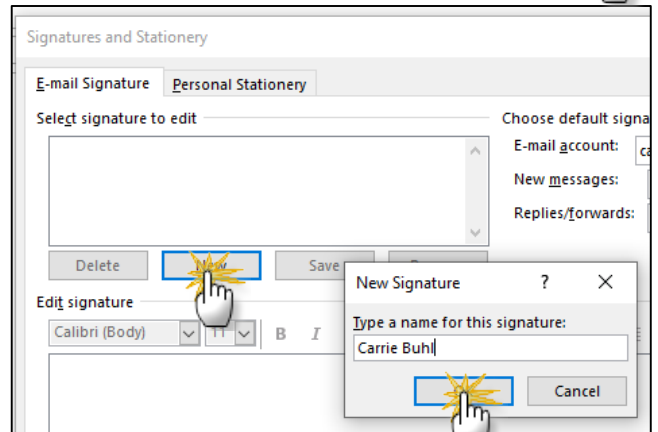


3. In the new window, click on the Signature dropdown, then select Signatures...



4. In the Signatures and Stationery window, click New

- Type a name for your signature
- Then, click OK



5. Use the Edit Signature area to type out your signature the way you would like your signature to appear. Then, use the drop down options in the top right to decide when the email signature appears.

- Click OK to save your settings

**Tip! If you have switched computers and want to use your previous signature, open a sent email, copy your signature, and paste it into the Edit Signature area.**

