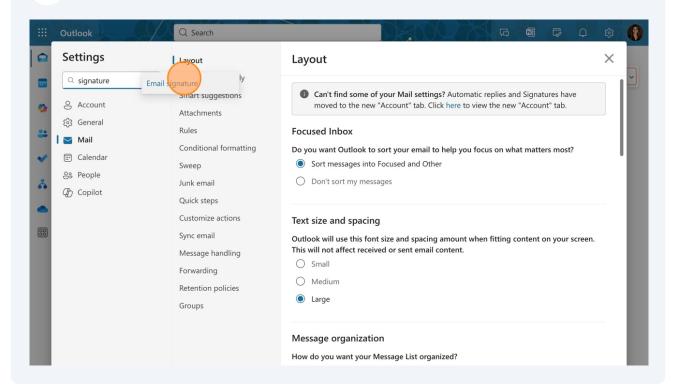
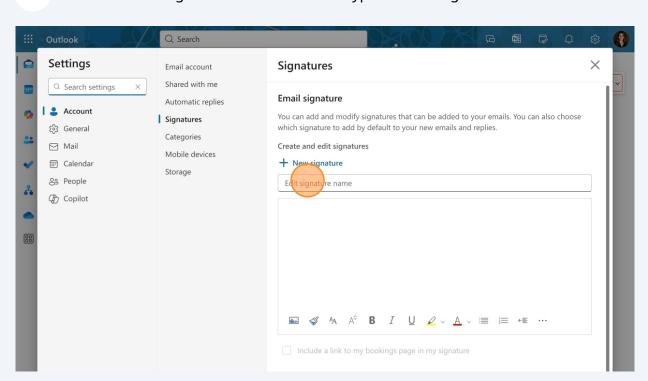
How to Create & Set Your Email Signature in Outlook

1 Click settings gear icon in top right hand corner. Q Search Outlook Home Copilot ~ Favorites Focused Other \bigcirc \downarrow \equiv $\uparrow\downarrow$ ■ Inbox 8 Other Emails (1) ➢ Sent Items Today Drafts John Hopkins WELCOME! - MCM Marketi... 9:12 AM marketing@mycho... Good morning and Happy Friday! I wa... ☐ Inbox 8 Rick Mikula Drafts SIGNATURE info for my em... 8:37 AM Laura, Thank you for your help. Rick ... ➢ Sent Items Deleted Items 17 Yesterday 🛭 Junk Email Stephanie Wood WELCOME! - MCM ... (3) Thu 2:00 PM Hi Laura! I like it! Is there any way to ... Select an item to read ## # Call S ☐ Archive Nothing is selected 202 Conversation Histo... Adam Cohn: adam@standardm

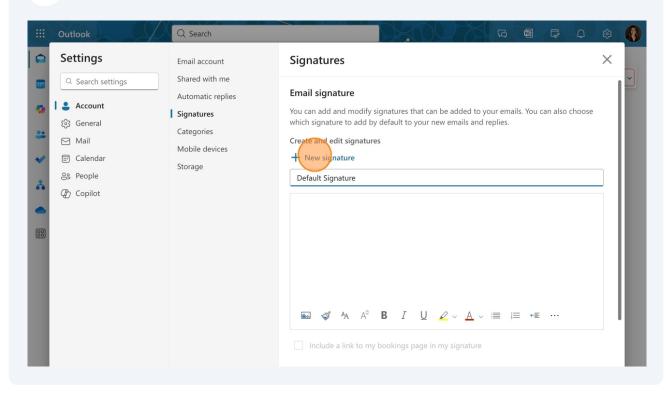
2 Type in "signature." Then click "Email signature"

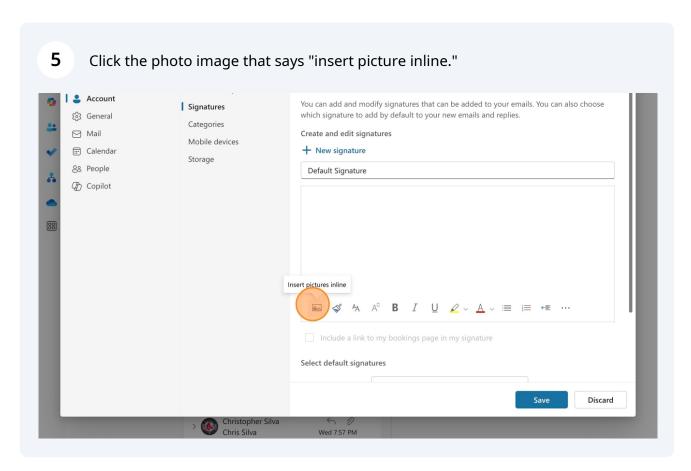


Click the "edit signature name" field and type "default signature."

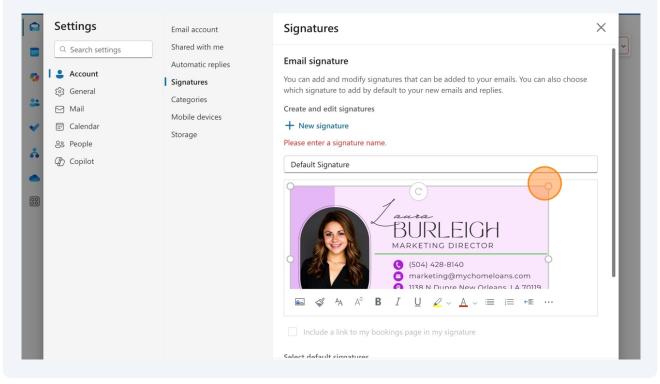


4 Click "New signature."

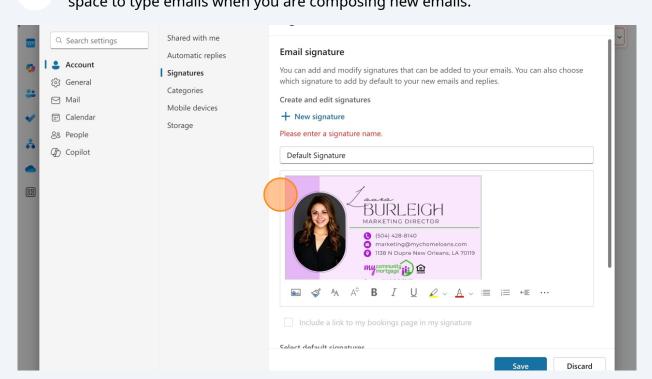




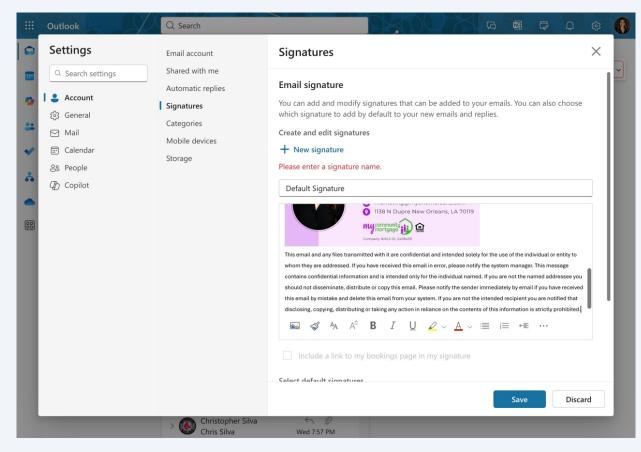
Find where you saved your PNG file and insert it here. Click on the photo. Then drag the corners around until the signature is the size you desire.



7 Click the left hand side of your signature and hit enter 8-10 times to give you space to type emails when you are composing new emails.



Paste the language I emailed to you with your signature instructions underneath your signature.



9 For new messages -- Select the "Default Signature" option. Account Signatures (6) General my community (i) Categories Mail Mobile devices This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager. This message Storage contains confidential information and is intended only for the individual named. If you are not the named addressee you S People should not disseminate, distribute or copy this email. Please notify the sender immediately by email if you have received Copilot disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited. Include a link to my bookings page in my signature Select default signatures Default Signature For New Messages: For Replies/Forwards: (No signature) Discard Ned 7:57 PM

