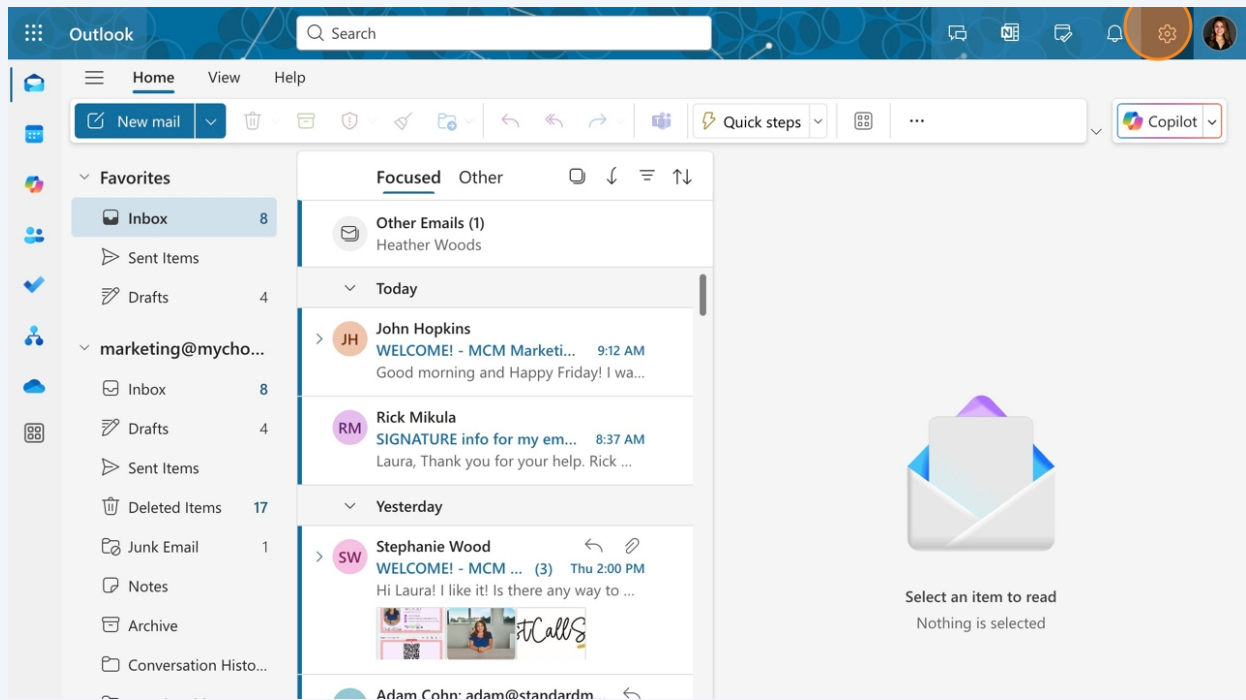
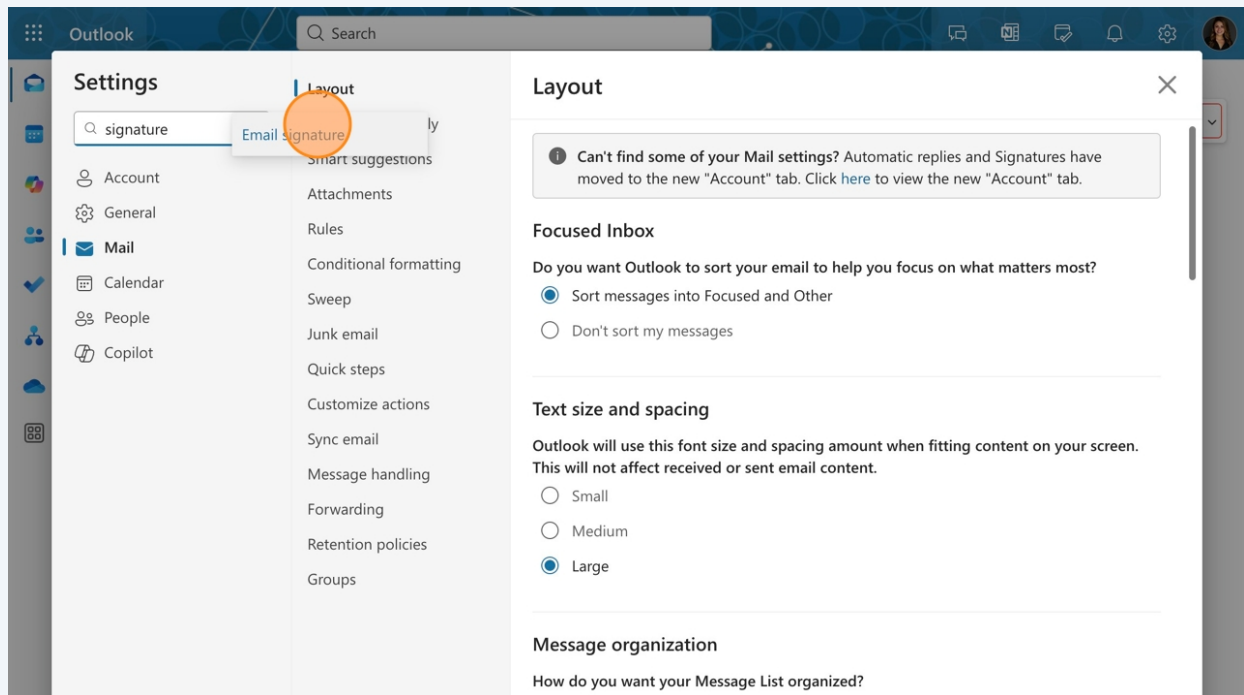


# How to Create & Set Your Email Signature in Outlook

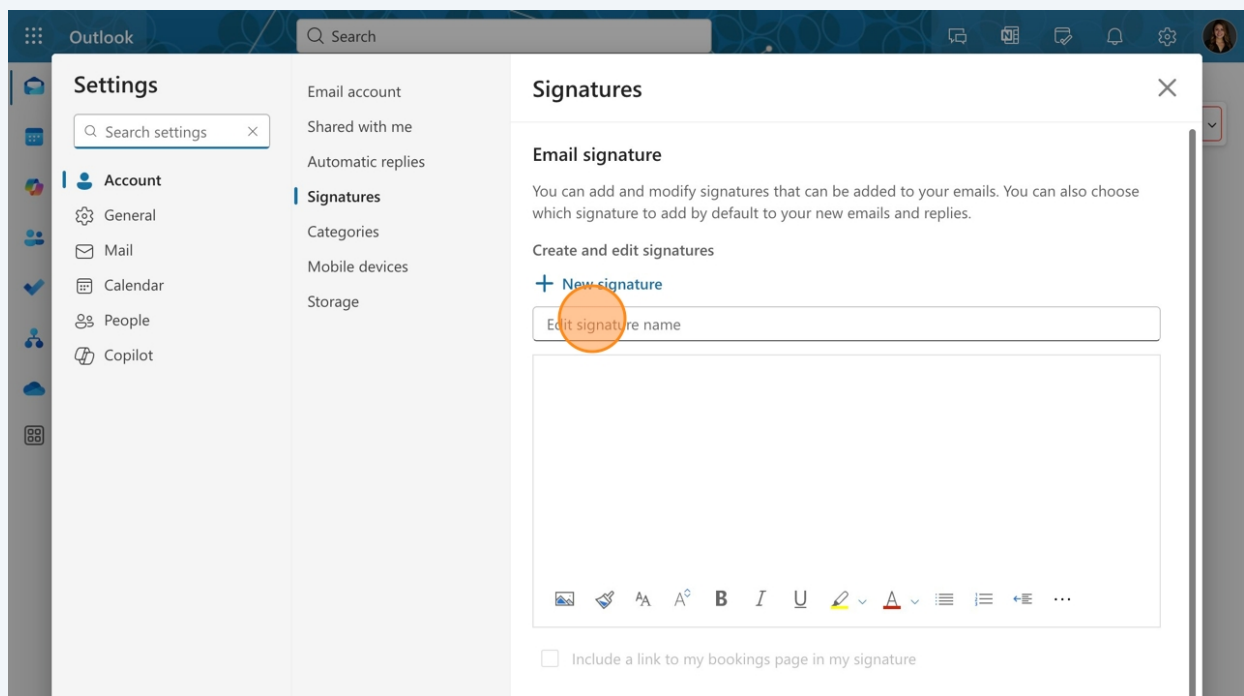
1 Click settings gear icon in top right hand corner.



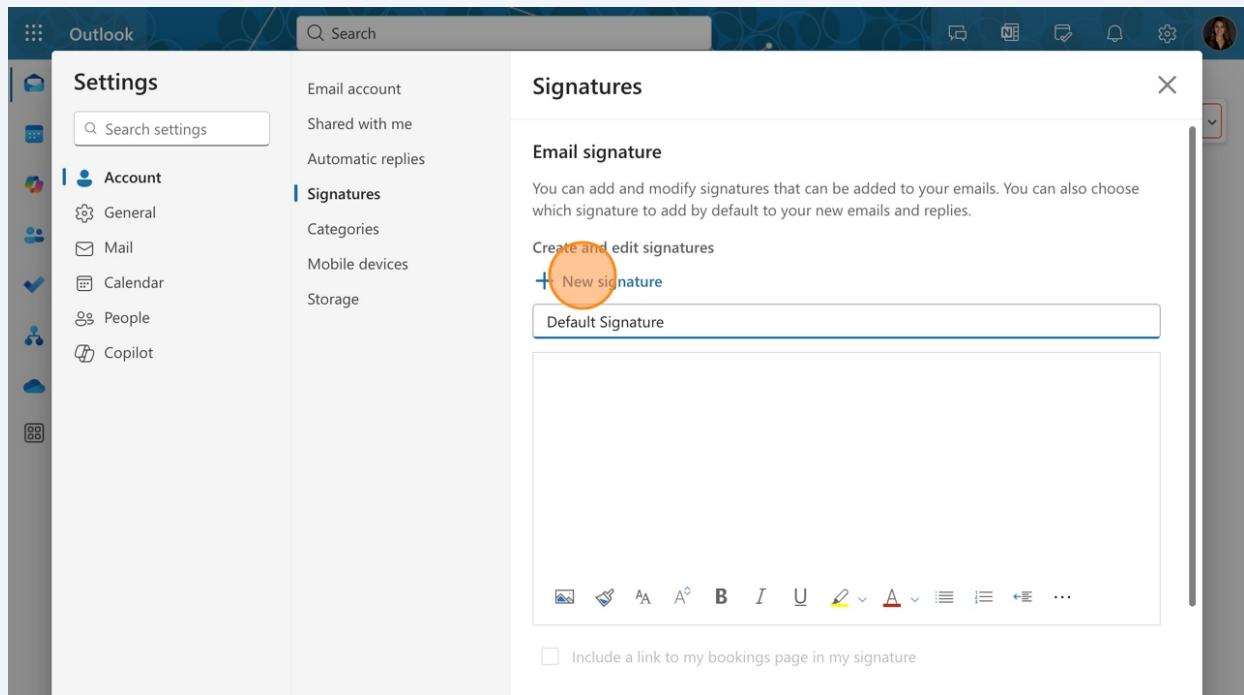
## 2 Type in "signature." Then click "Email signature"



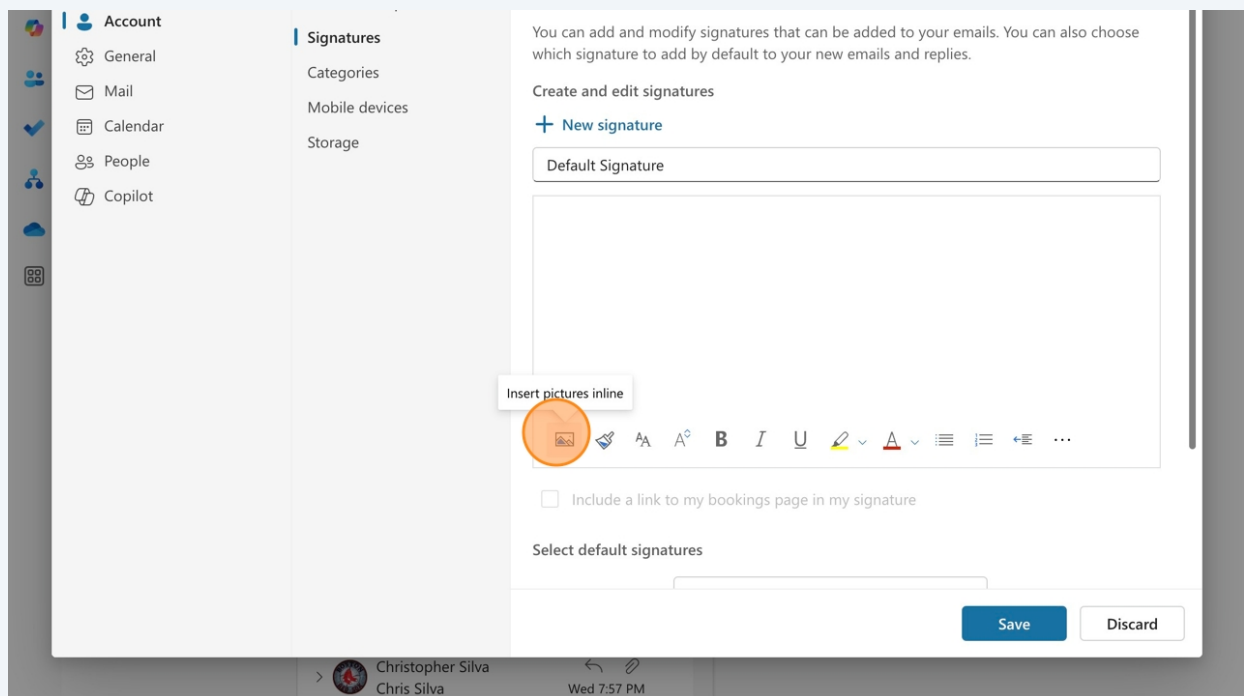
## 3 Click the "edit signature name" field and type "default signature."



#### 4 Click "New signature."

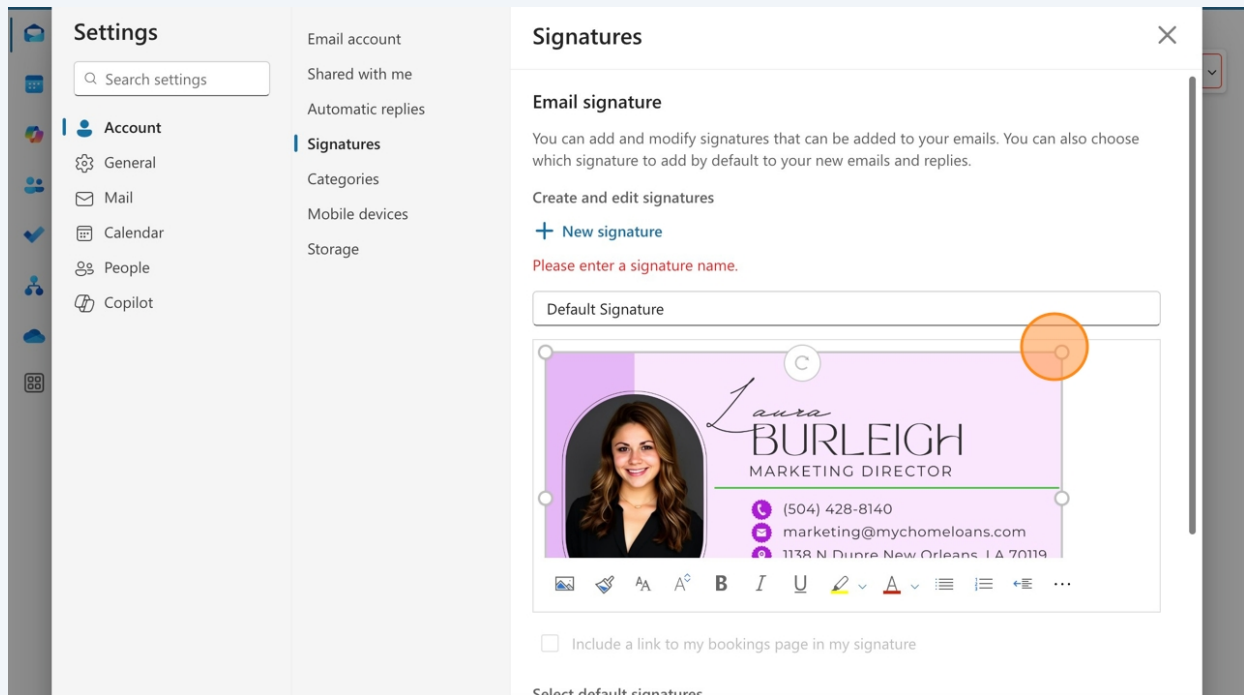


#### 5 Click the photo image that says "insert picture inline."



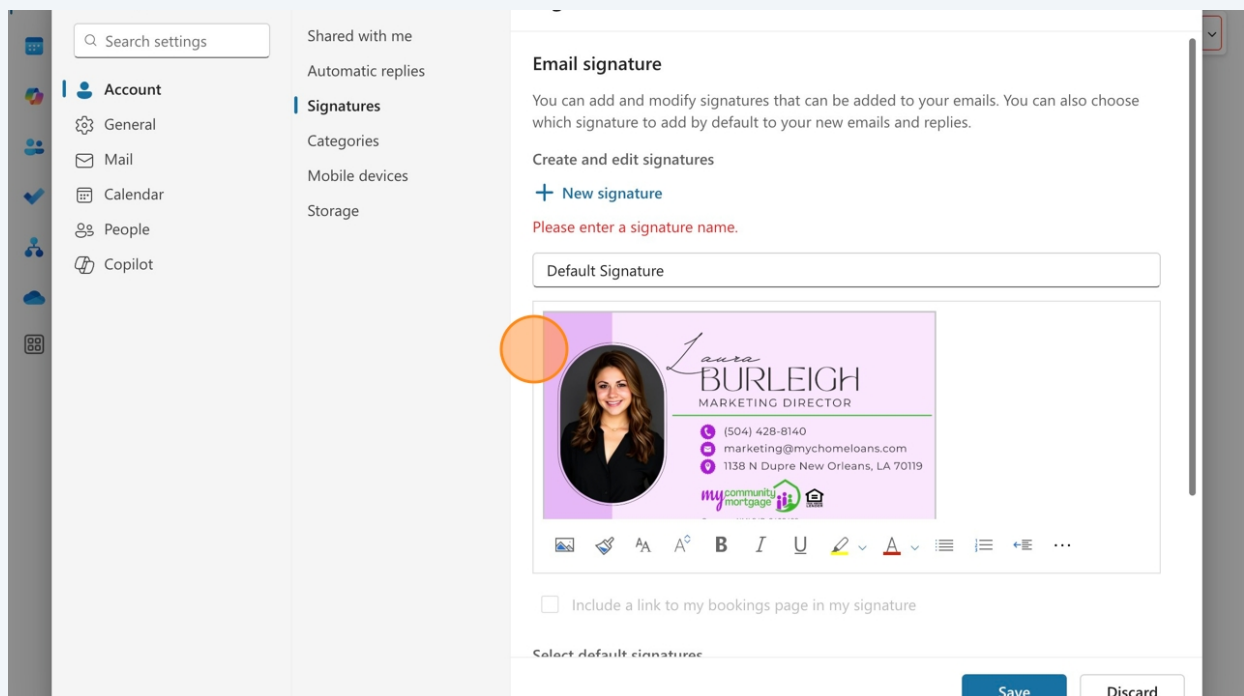
6

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.



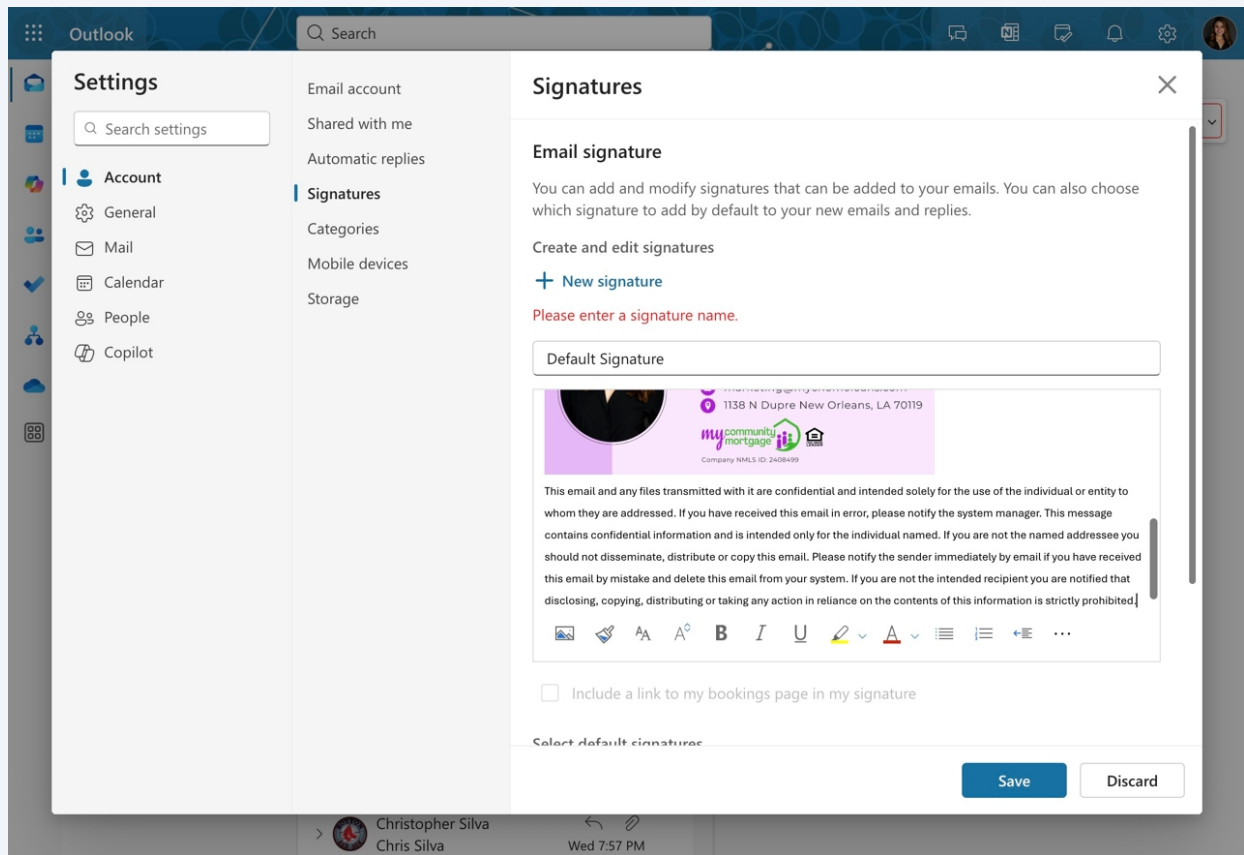
7

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.



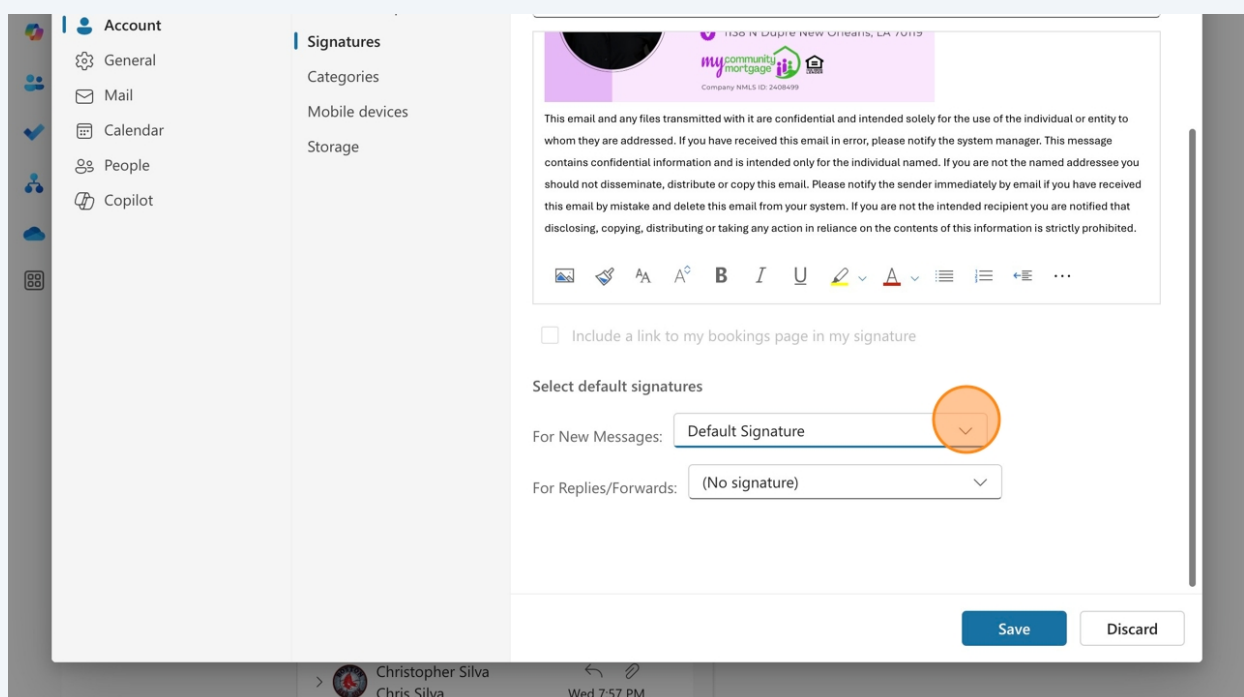
8

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

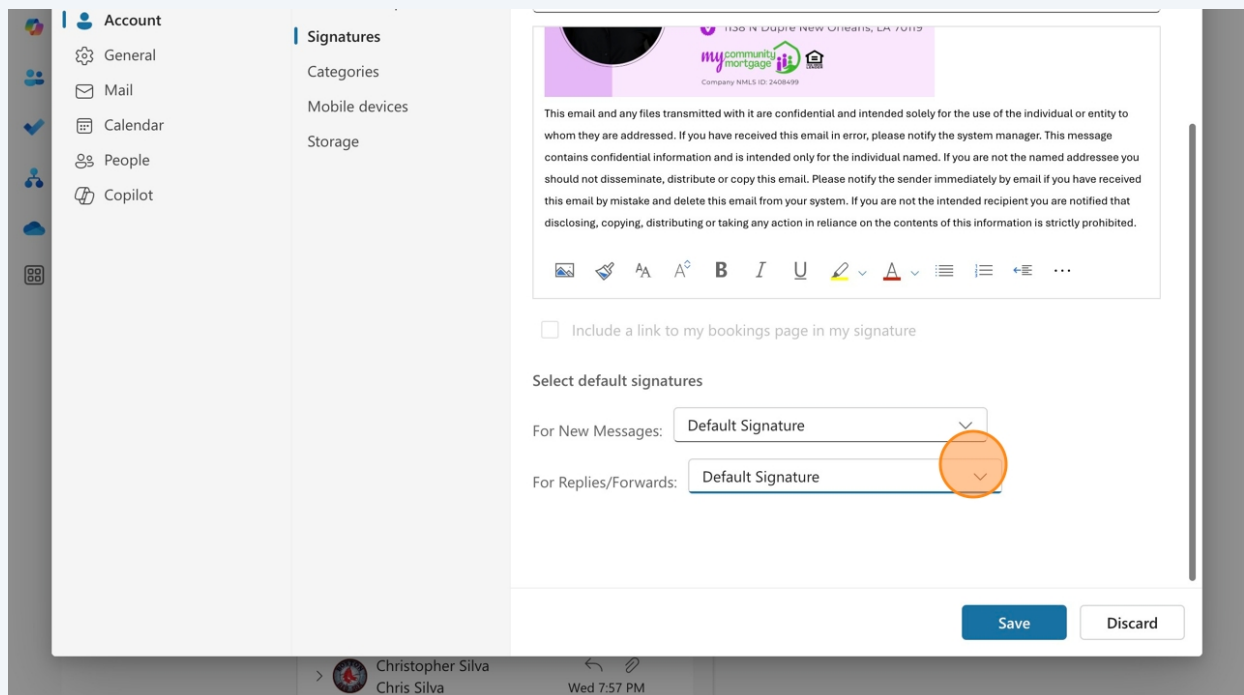


9

For new messages -- Select the "Default Signature" option.



## 10 For replies/forwards -- Select the "Default Signature" option.



## 11 Click "Save."

