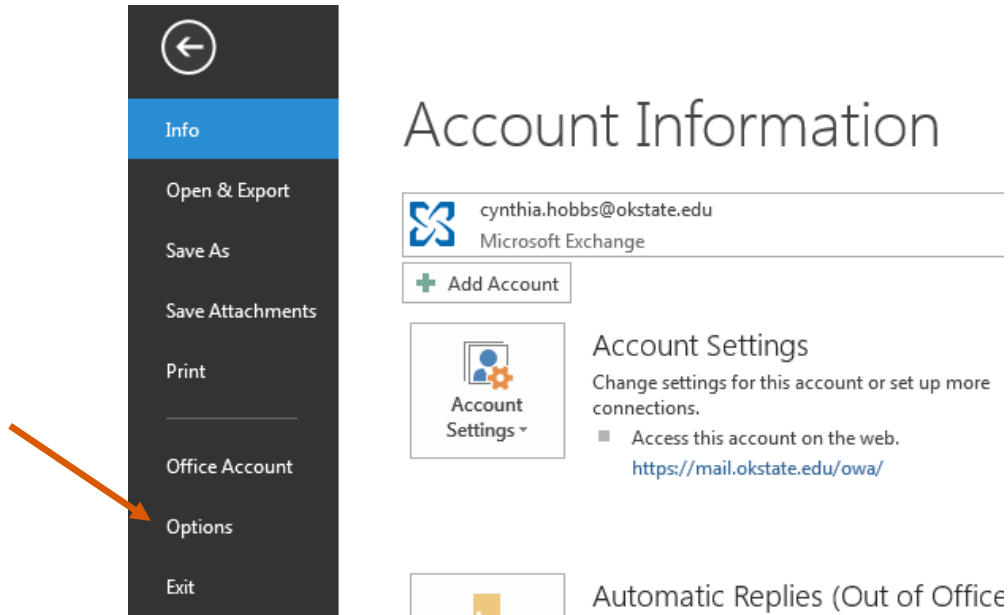


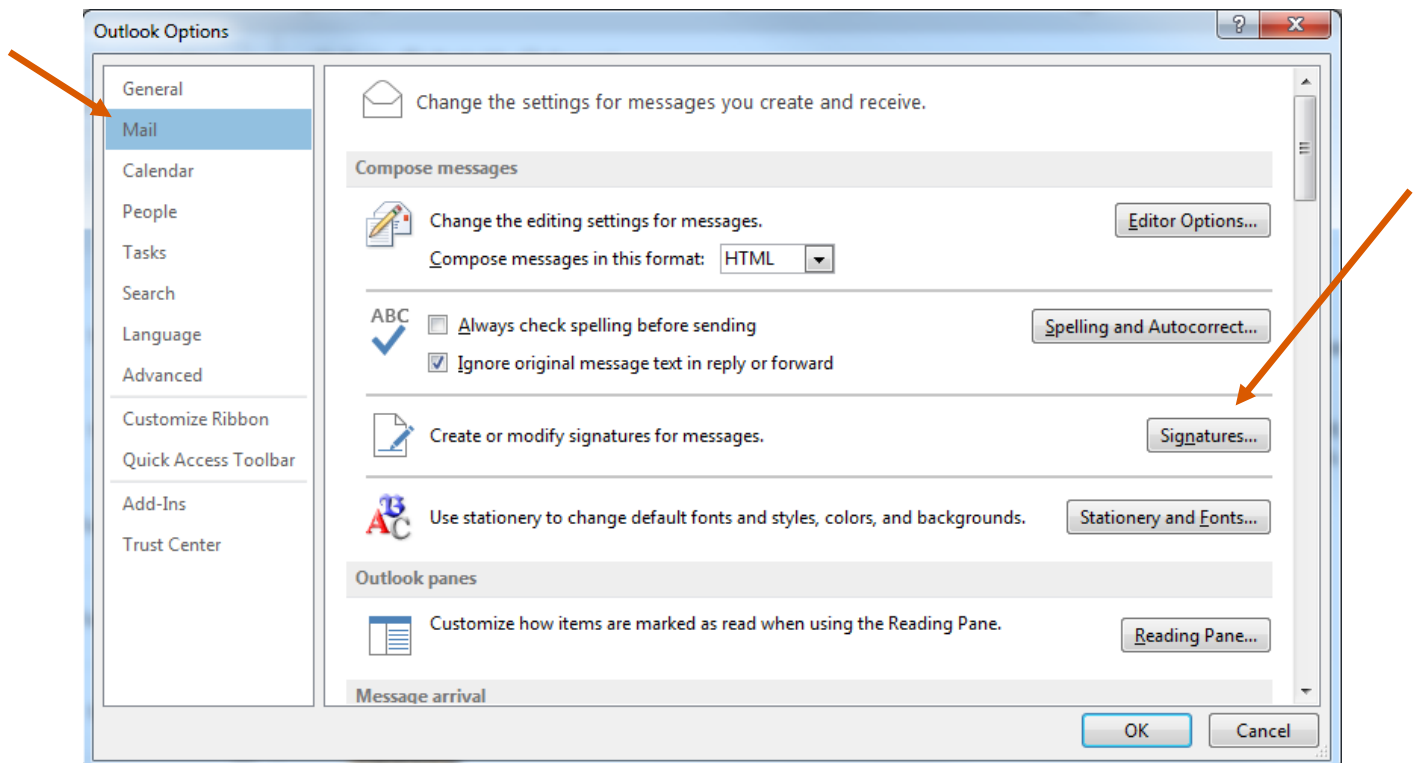
Create an Email Signature in Outlook 2013

To create an email signature that you can attach to your messages, follow these steps:

1. Open Outlook
2. Click on the "File" tab
3. Click on "Options"



4. Click on "Mail"
5. Click on "Signatures"



6. Click the "New" button and type a name for the signature
7. In the "Edit Signature" window, type the information you would like for your signature
8. On the top right, choose which signature to use for new messages and replies.
9. Click the "OK" button and then click the next "OK" button

