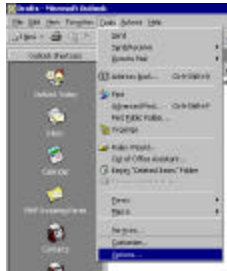
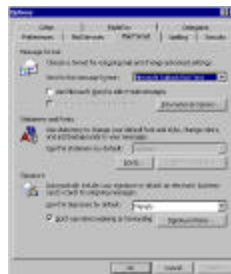


Adding an automatic signature to e-mail messages.

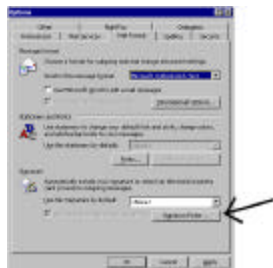
Step 1: In Microsoft Outlook, go to **Tools → Options**



Then select the **Mail Format Tab**



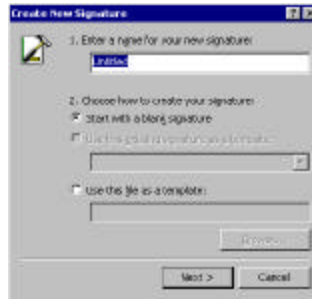
Step 2: In the **Signature** section, click the **Signature Picker** button.



A new window will pop up where you can create a **New** signature. Click on **New**.



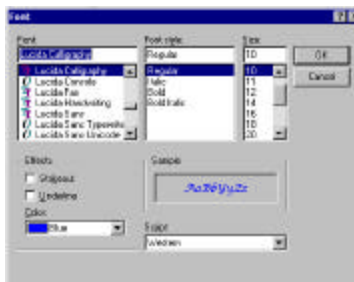
Step 3: In the first dialog box, enter a **description** or **name** for your signature. Make sure that the **Start with a blank signature** radio button is **checked**, then click **Next**.



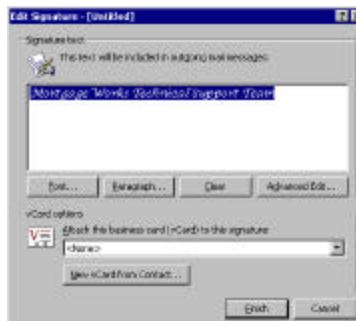
Step 4: In the **Signature** text box, type the signature information as it is to appear in outgoing messages.



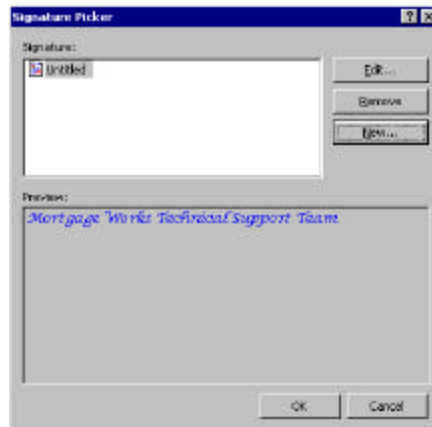
You can also change the **Font** by selecting the corresponding Font button. A new window will come up where you can also change the size and style of the text.



Click **OK** and your signature will appear with the new settings and styles.



Click **Finish**, then **OK** twice, and your new signature is ready for use.



Step 5: Open a new e-mail and your new signature automatically appears in the body of the e-mail.

