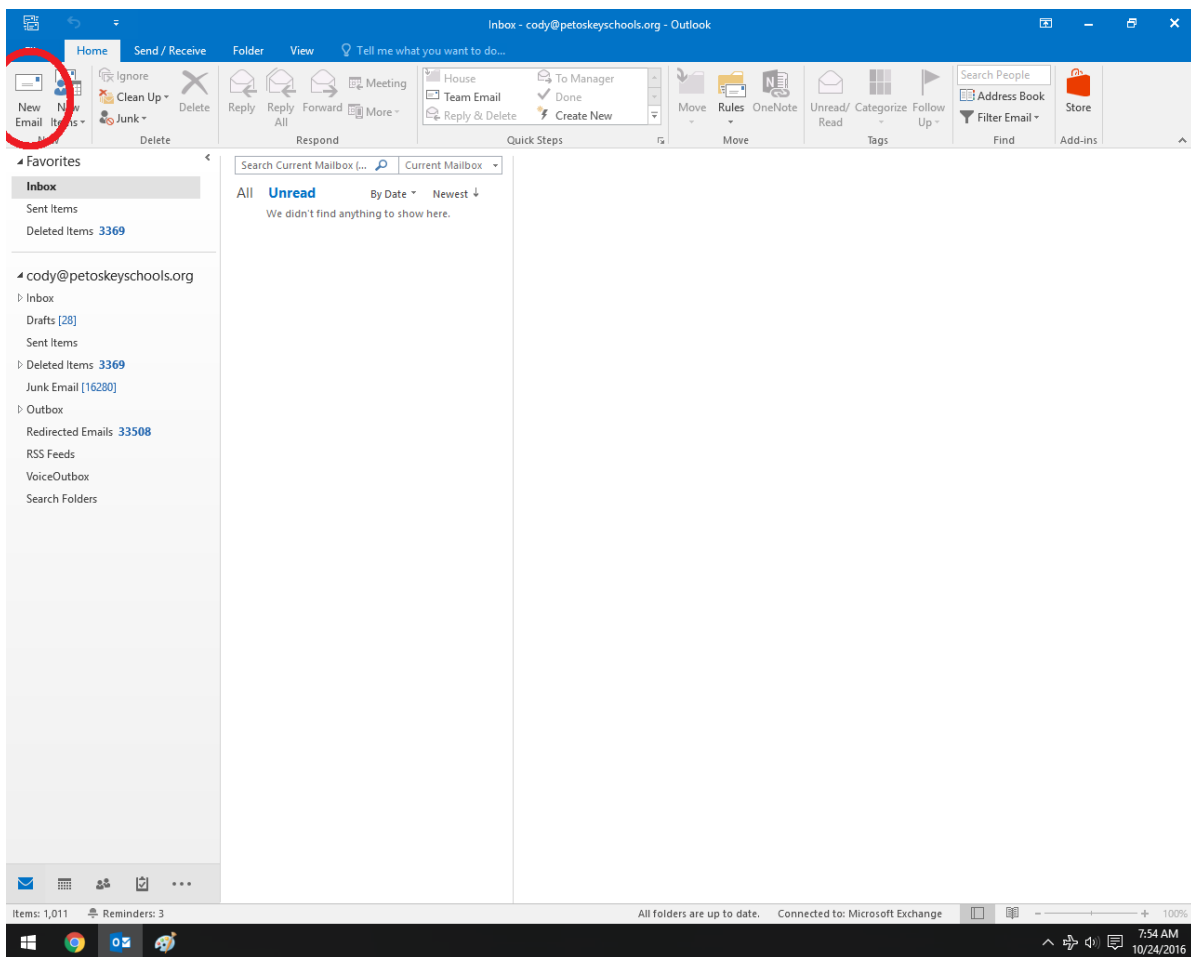


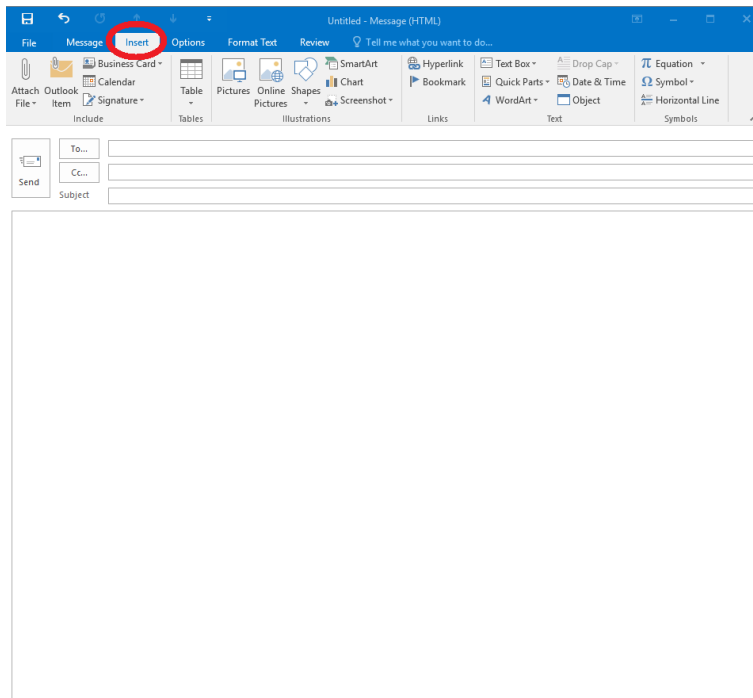
How to Create a Signature in Outlook

This document will cover the steps required into making your signature in outlook 2016. Please follow each step carefully and you will have a signature in less than 5 minutes.

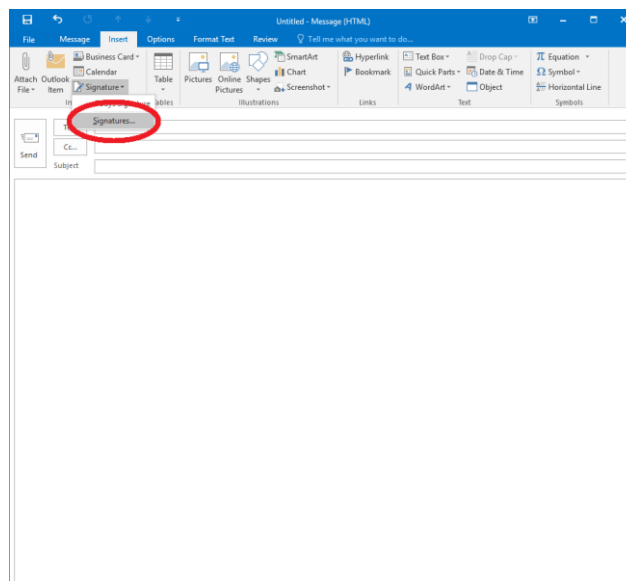
1) Click the “New Mail” icon in the top left hand corner.



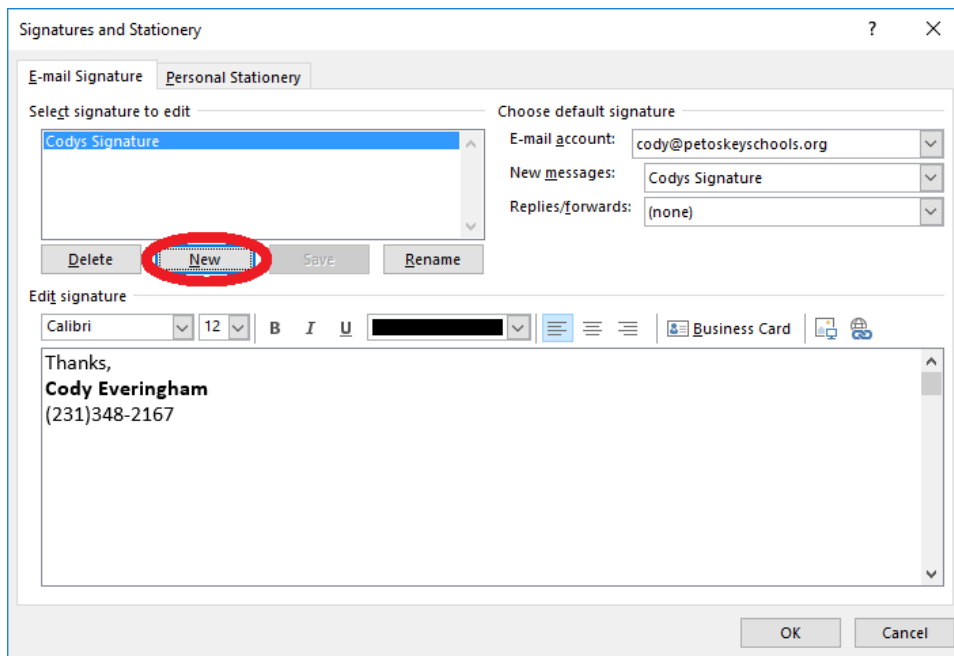
- 2) A new message window will appear overtop of outlook. On this new window go to the “Insert” tab on the top of the window.



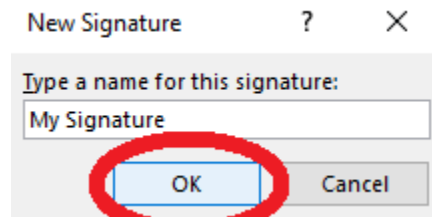
- 3) On the top of the window in the “Include” category click on “Signature” and click “Signatures...” option from the drop down menu.



- 4) On the new “Signatures and Stationery” window, click on “New” under the “Select signature to edit” part of the window.



- 5) Name the Signature whatever you would like and then click on the “OK” button.



- 6) Finally, in the bottom part of the window fill in the text box with what you would like to be in your signature, then click the “OK” button.

