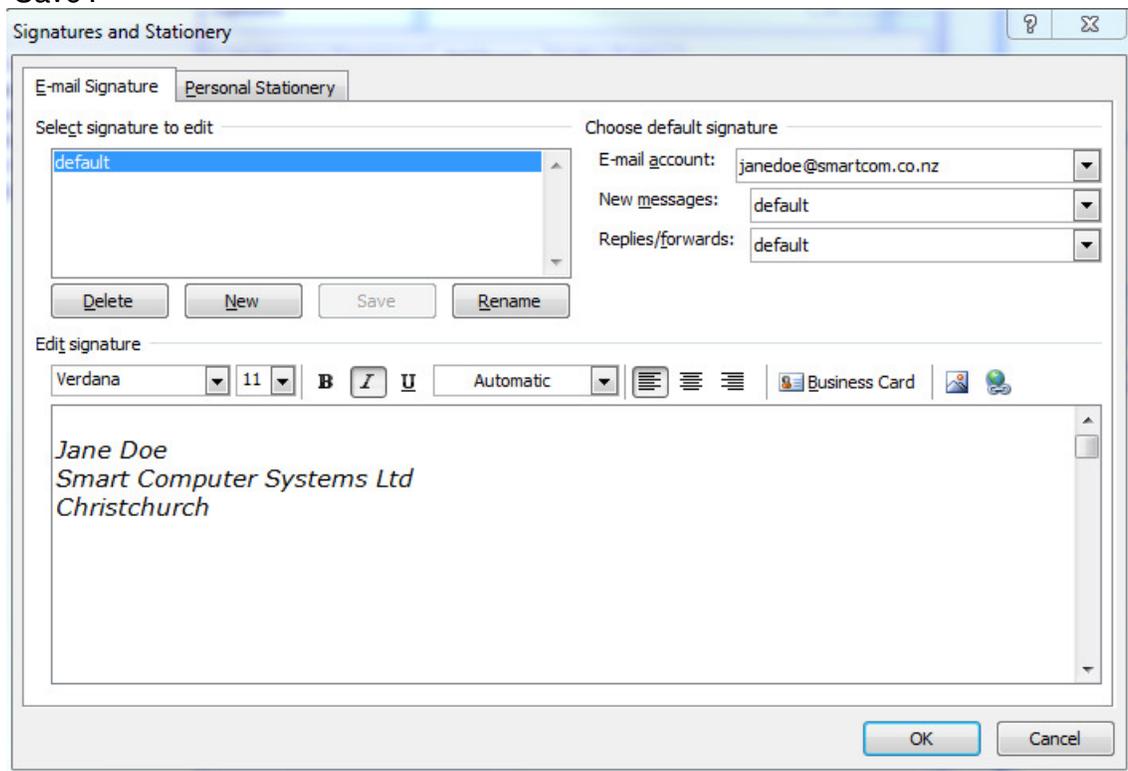


Setting up Signatures in Outlook 2016

1. Open Outlook and click on File → Options → Mail → 'Create or modify signatures for messages' - Signatures.
2. Under 'Select signature to edit', click 'New'. Set a name for your signature. If you plan to have more than one signature, name it appropriately or default will do.
3. Under 'Edit signature', setup up your signature how you want it to be displayed. Remember if you use an unusual font that is not standard, then it may not show how you want on the recipient's email program. They need to have the font installed on their local machine as well. Once complete, click 'Save'.



4. Once you have created and saved your signature, you can select the signature for your 'New messages' and 'Replies/forwards' at the top right of the window. Click 'OK'.
5. Now create a new message in Outlook and you will see your signature at the bottom.