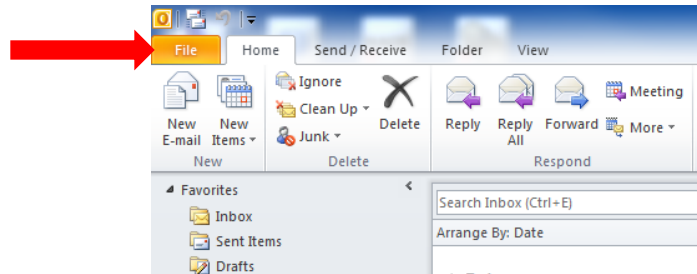
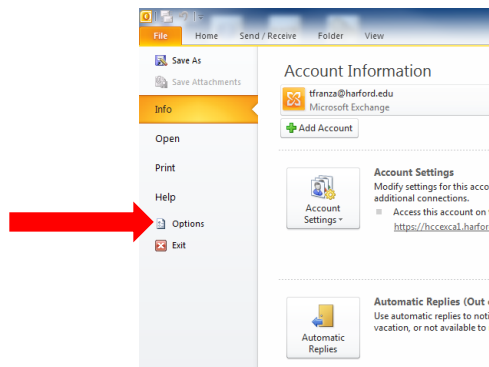


Adding Signatures in Outlook 2010

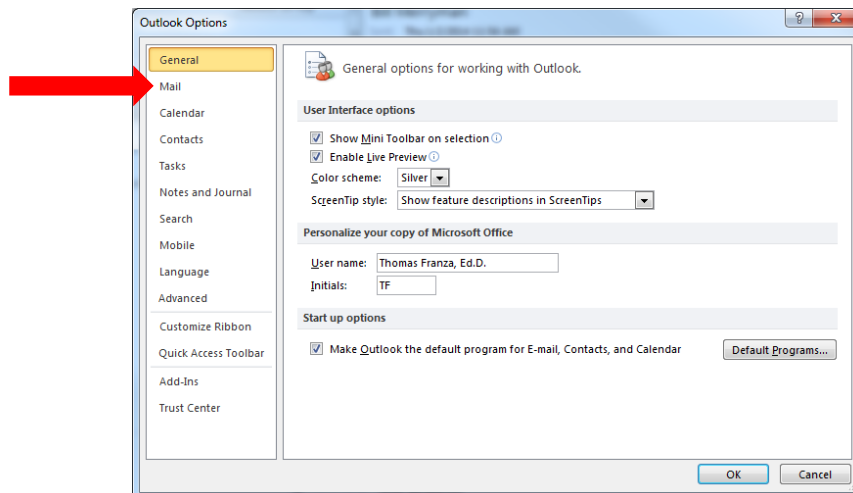
1. From Outlook, Click on the File menu.



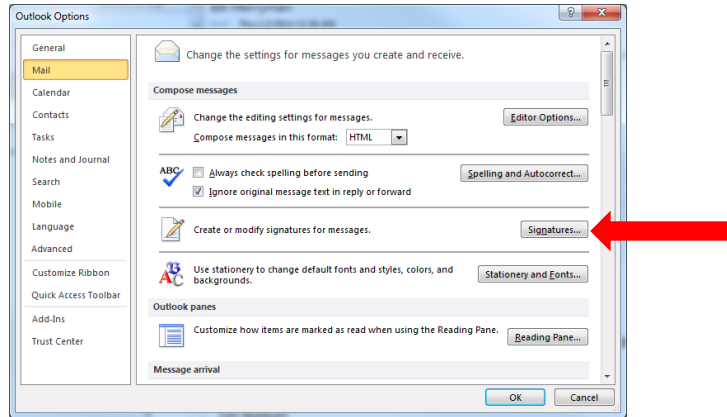
2. Click on, "Options



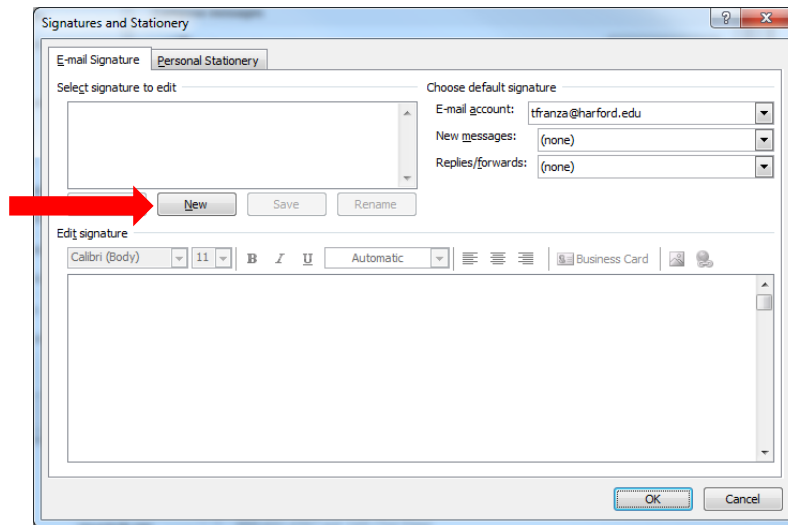
3. Click on Mail.



4. Click on the "Signatures" button.



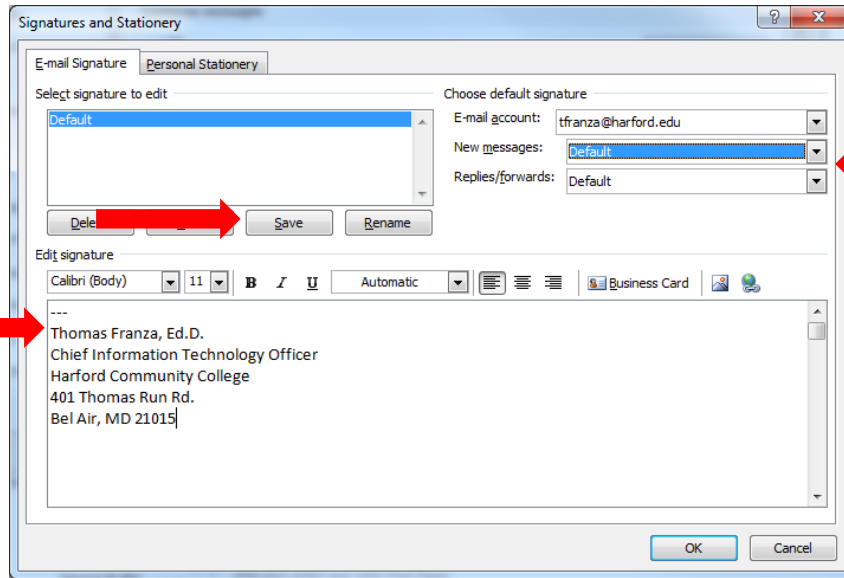
5. The “Signatures and Stationary” window will open.
6. Click on the “New” button.



7. The “New Signature” window will open. Give the Signature a name. Like default, or new, or Reply. Click on the “OK” button.



8. In the “Edit signature” field enter the information for your signature.
9. In the “Choose default signature, choose when you want this signature to appear. Example for “New messages” or” Replies/forwards”
10. Click on the “Save” button



11. Repeat steps six through 10 if you want to create more signatures.
12. Click on the “OK” button.
13. You will now be back at the “Outlook Options” window. Click on the “OK” button.