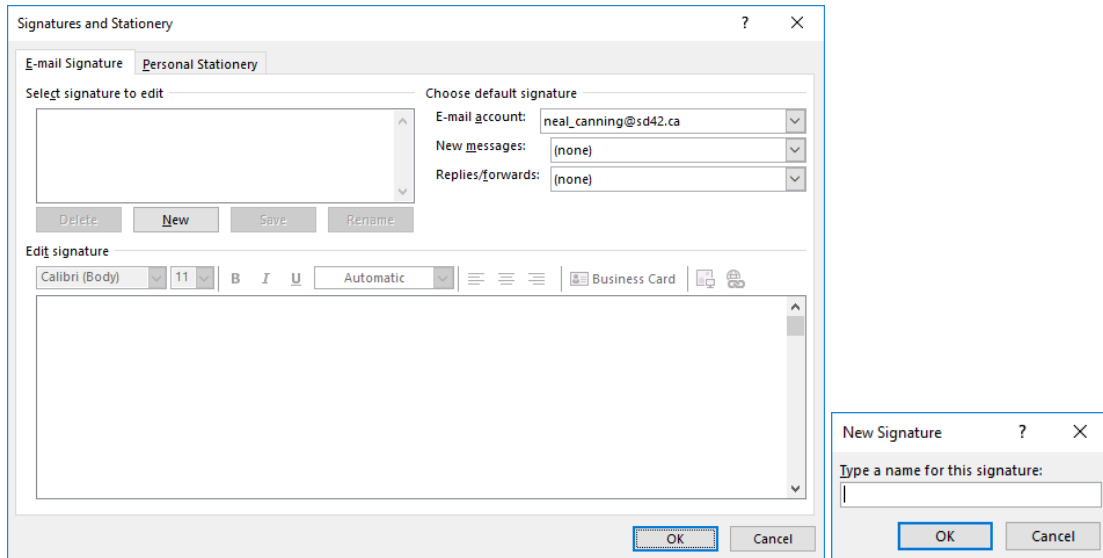


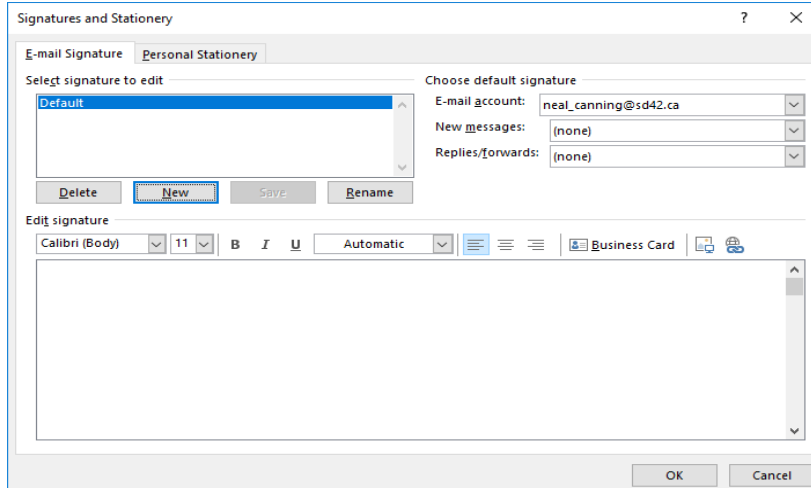
Creating an Email Signature

In Outlook 2016 on a Windows, machine:

1. Open a new Email
2. On the top of your new Email will be an icon with the title Signature. Click on the signature icon and choose signature this screen will come up. Click on New, and in the new signature box type a name for your new signature.

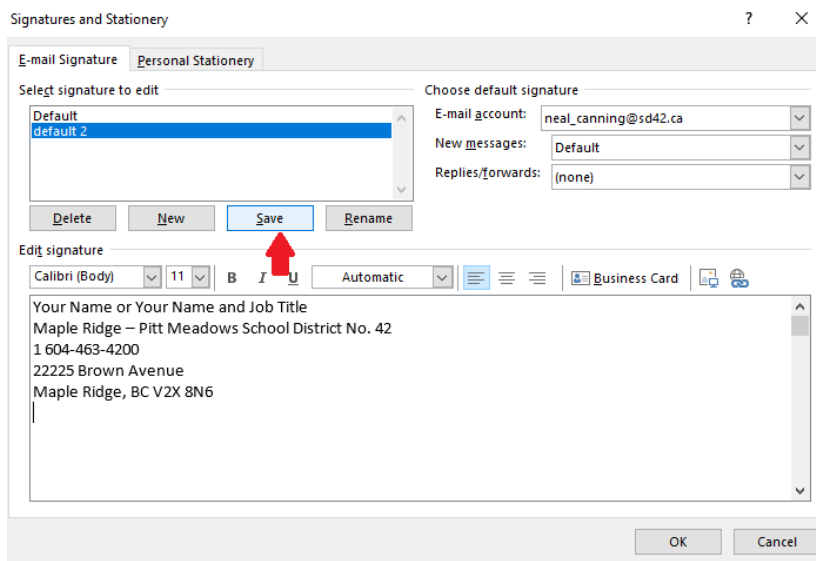


3. The following example used the name default

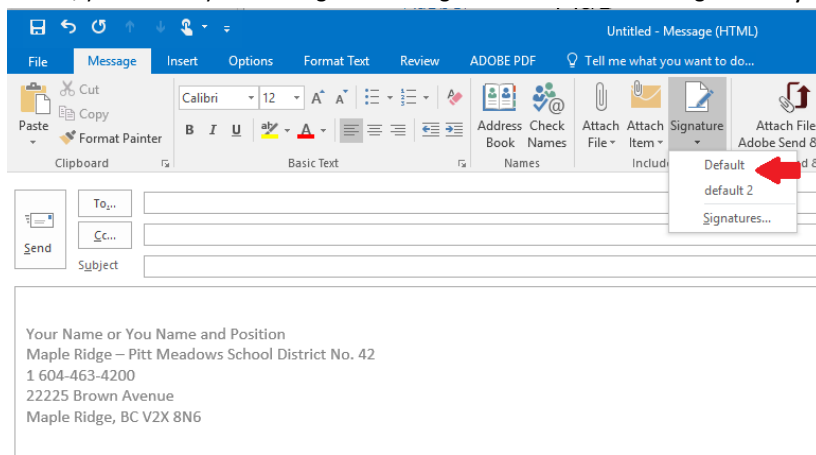


With the default signature is highlighted click in the box below and enter your signature. You can create multiple signatures.

Note: Do not forget to save your signature once you have entered your signature information.



- Now that you have created your signature or signatures when you open a new Email and click on the Signature button, you will see your new signature or signatures. You select the signature by clicking on it and the chosen.

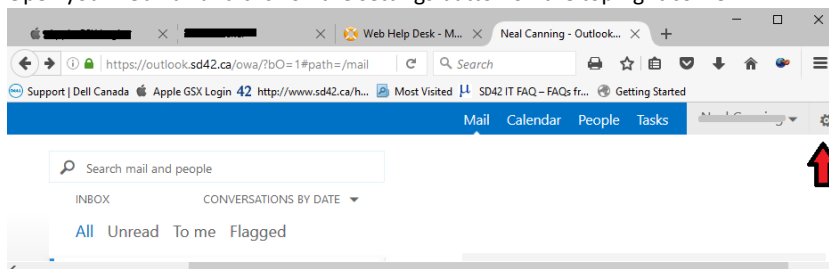


Your signature will show up at the base of your new outgoing Emails.

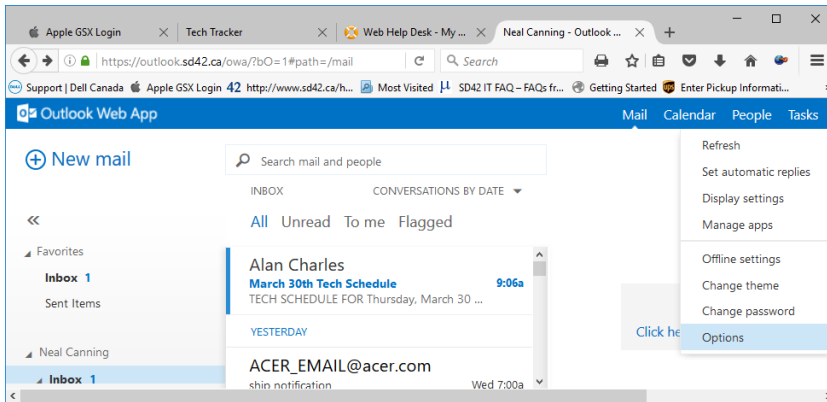
Note: When you have multiple signatures, the first signature in your list will become your default.

Create Signature in Outlook Webmail

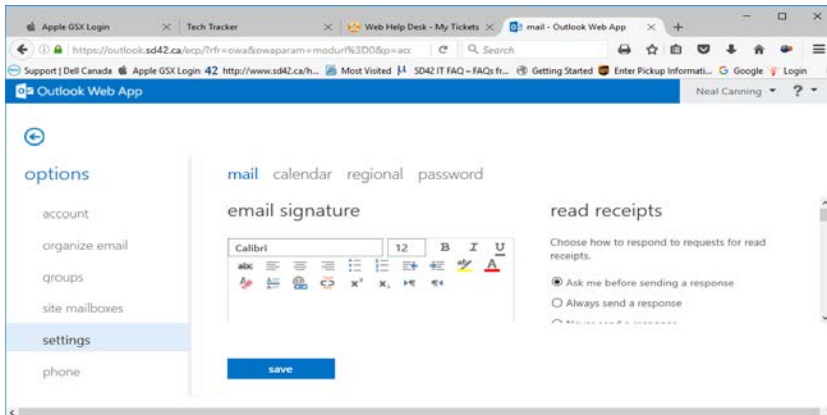
Open you Webmail and click on the settings button on the top right corner.



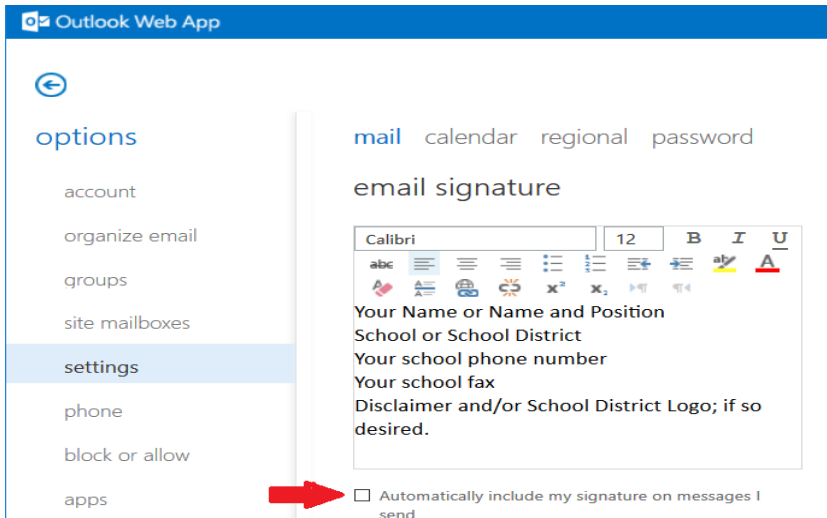
A drop down menu will come up. Click on Options.



Click on Settings.



The first item on the settings screen is Email Signatures.



Enter your signature information. Click on the automatically include my signature box to have your signature added to all Emails. Click the save button and your signature will now be at the base of your outgoing emails.