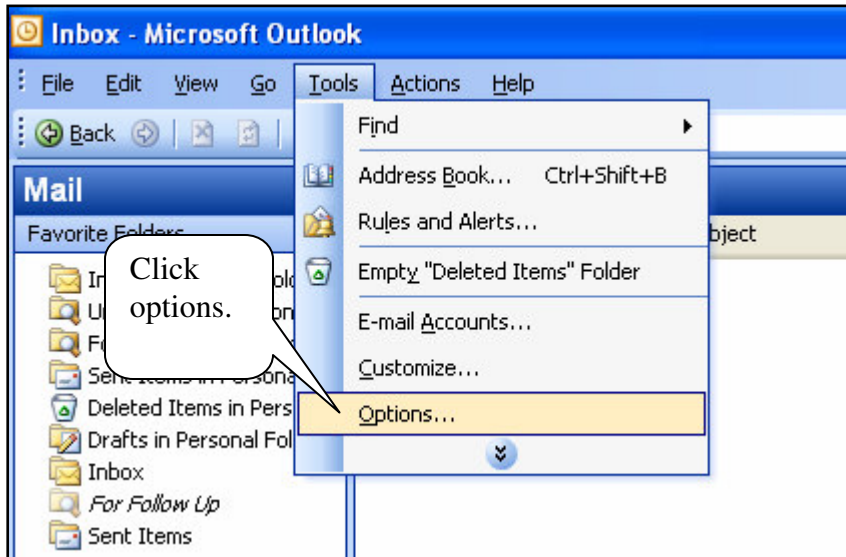


How to create a signature

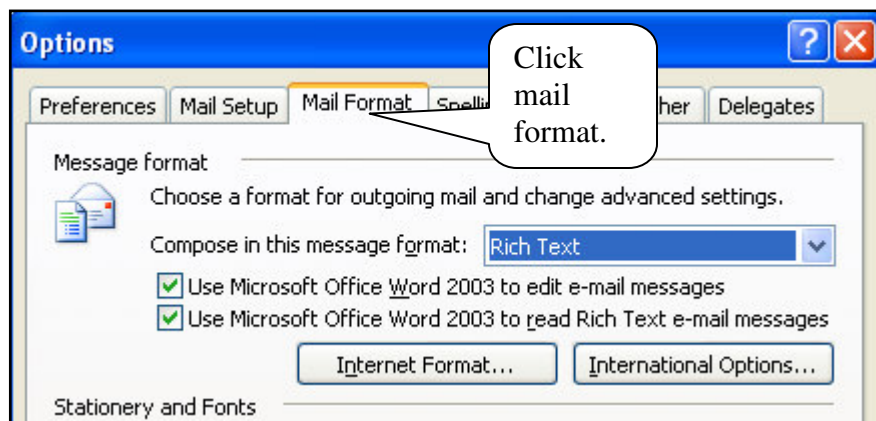
Once you open your Outlook mailbox, your Inbox will display.



Main Window

Figure 1

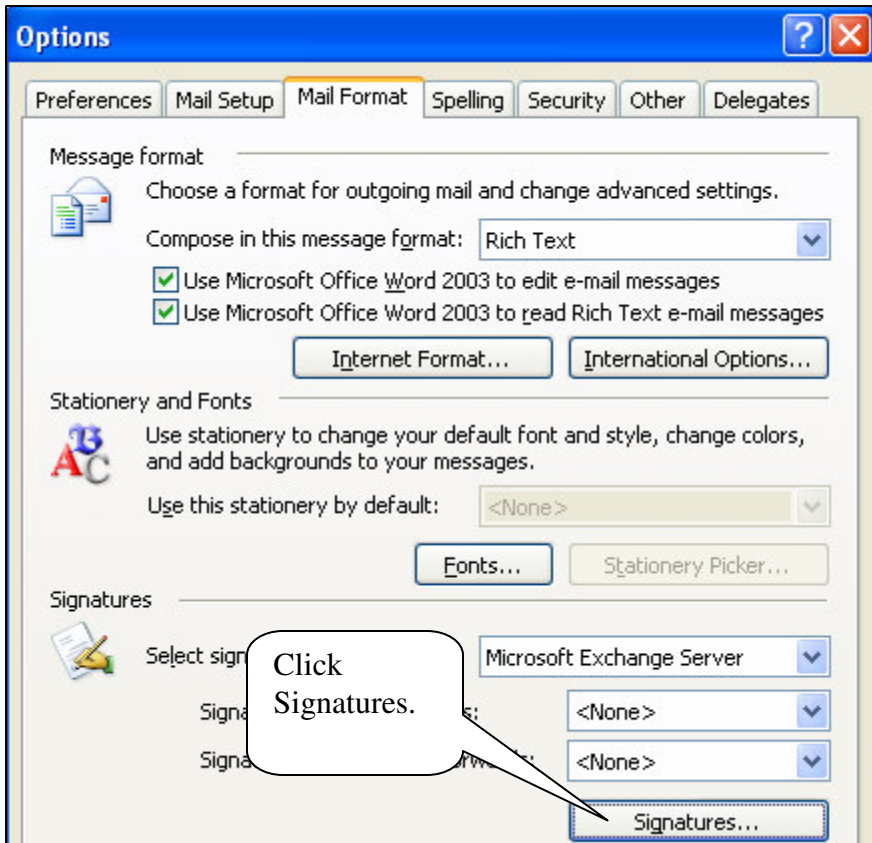
1. From the main Microsoft Outlook window, on the **Tools** menu, click **Options**.



Options Window

Figure 2

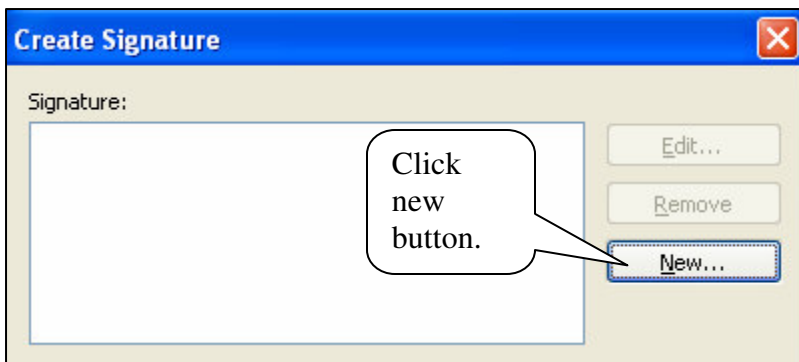
2. Click the **Mail Format** tab.



Options Window

Figure 3

3. Under **Signatures**, click **Signatures** button.



Create Signature Window

Figure 4

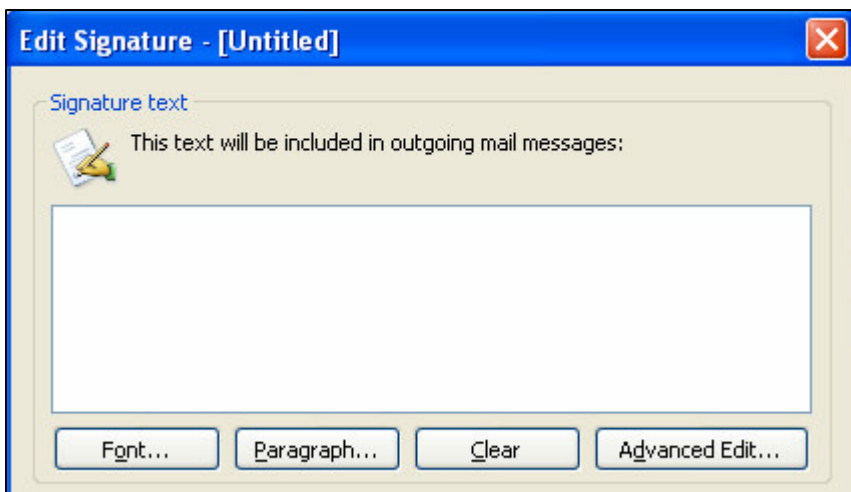
4. Click **New** button.



Signature Window

Figure 5

5. In the **Enter a name for your new signature** field, enter your full name.
6. Under **Choose how to create your signature**, select **start with a blank signature**.
7. Click **Next**.



Edit Signature Window

Figure 6

8. In the **Edit Signature text** box, type the text you want to include in the signature.
9. Click **finish**.