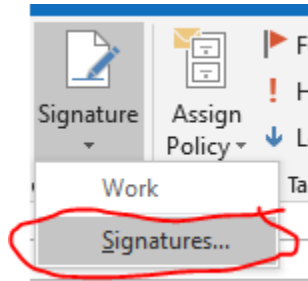


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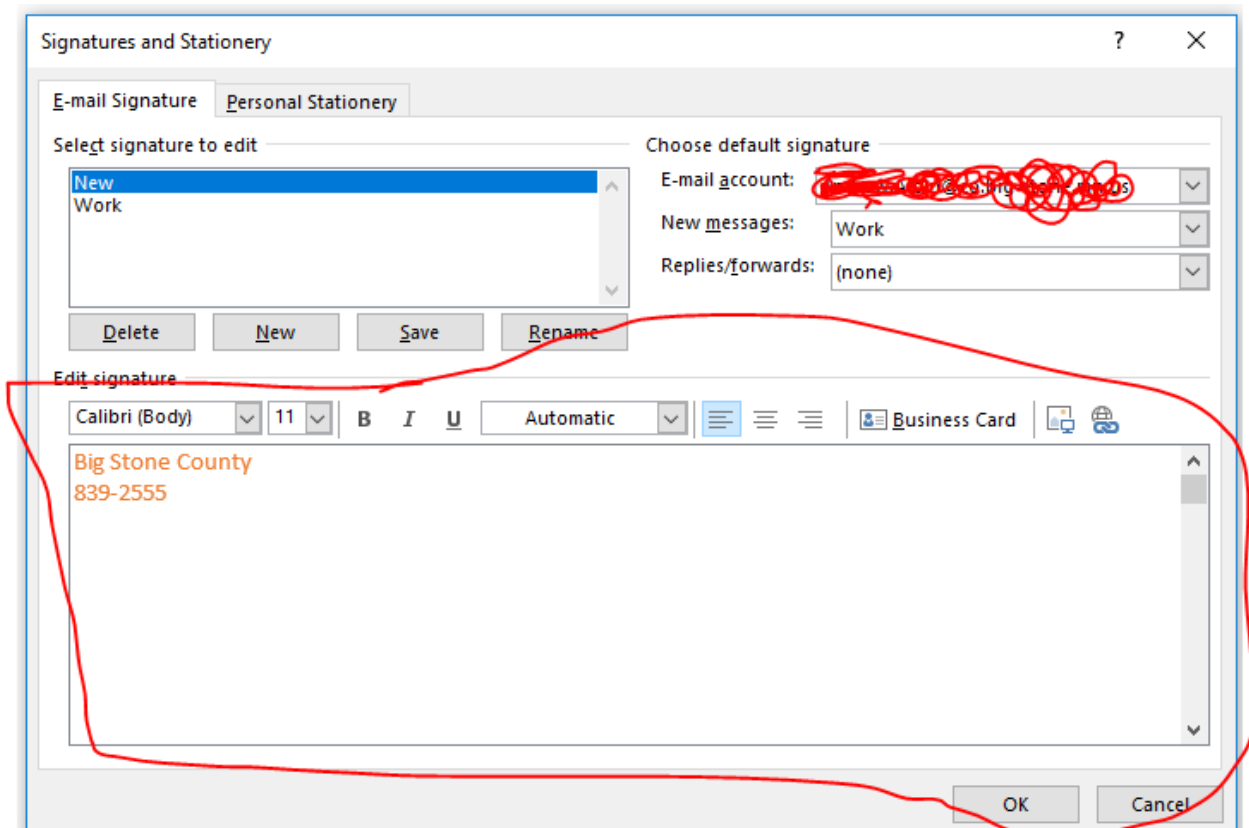
## How to create a signature in Outlook

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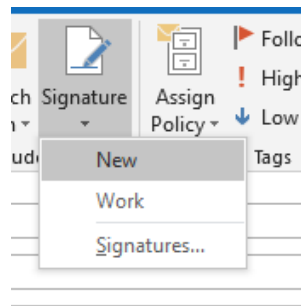
1. Click **"New Email"**
2. Next click the drop down under **"Signature"** and select **"Signatures"**



3. Next select **"New"** and name your signature. For example: **"New"**. Then Click OK.
4. In the Edit signature box put what you want to use as your signature. Then **click Save**. Then **click OK** to exit.



5. From the new email screen **select the drop down under “Signature”** again and select what you named your signature. In this case, it is named as “New”.



6. The new signature should show up in the body of the email.

