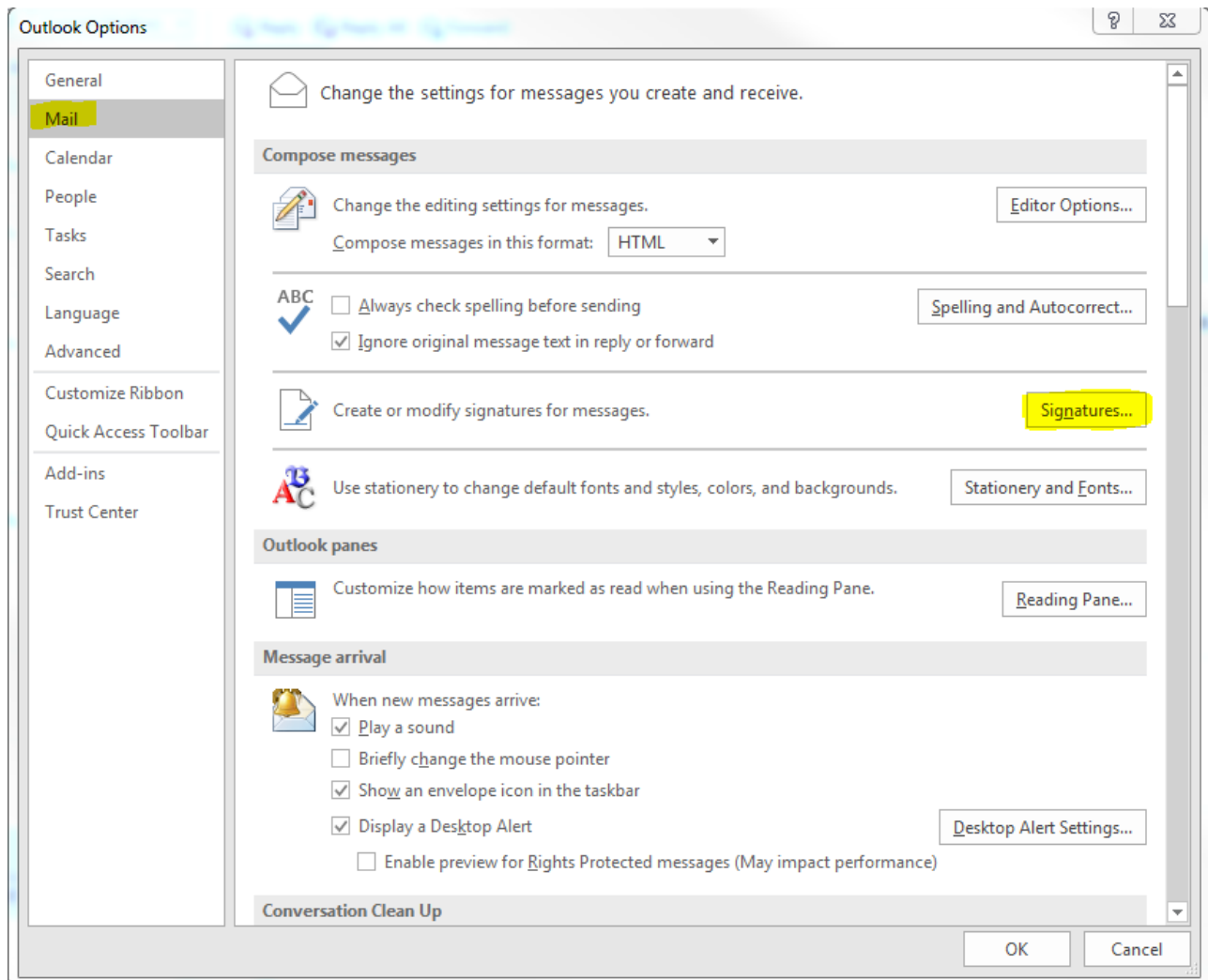
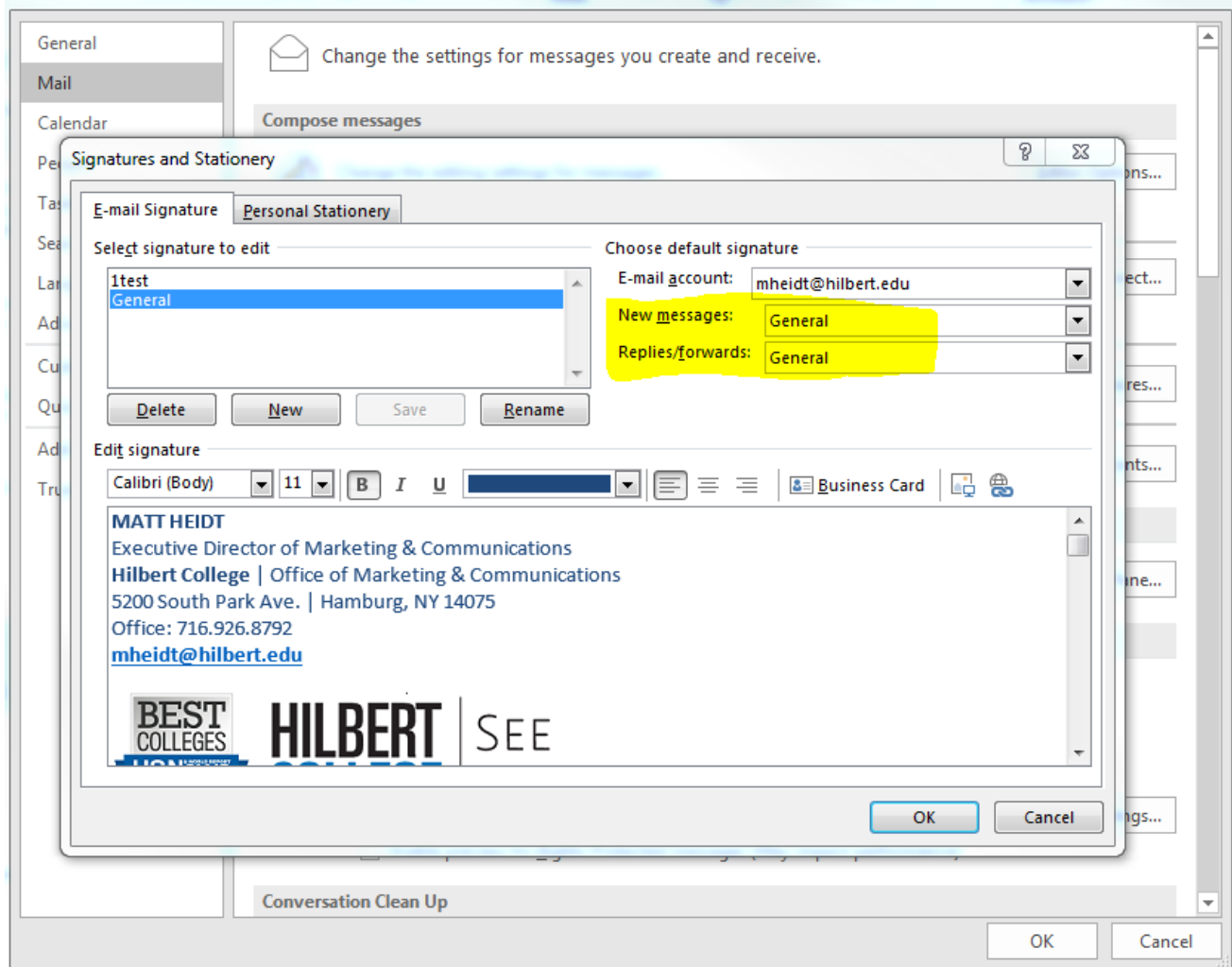


Go to Microsoft Outlook

- First select (using your cursor) the signature content from the email (from the name through the social media icons) and copy (Ctrl+C)
- Select File
- Select Options
- Then select Mail (on the left) and Signatures (see below)



- Delete your current signature content (in the text box) or create a new signature
- With cursor in the text box, paste the new signature (Ctrl+V)
- Change name, title, department, phone number and email
- Set this signature as the Default (see highlight below)



- Click Ok
- Click Ok
- Click New Email to check your new signature, make sure the text updated correctly and everything displays like the template email.