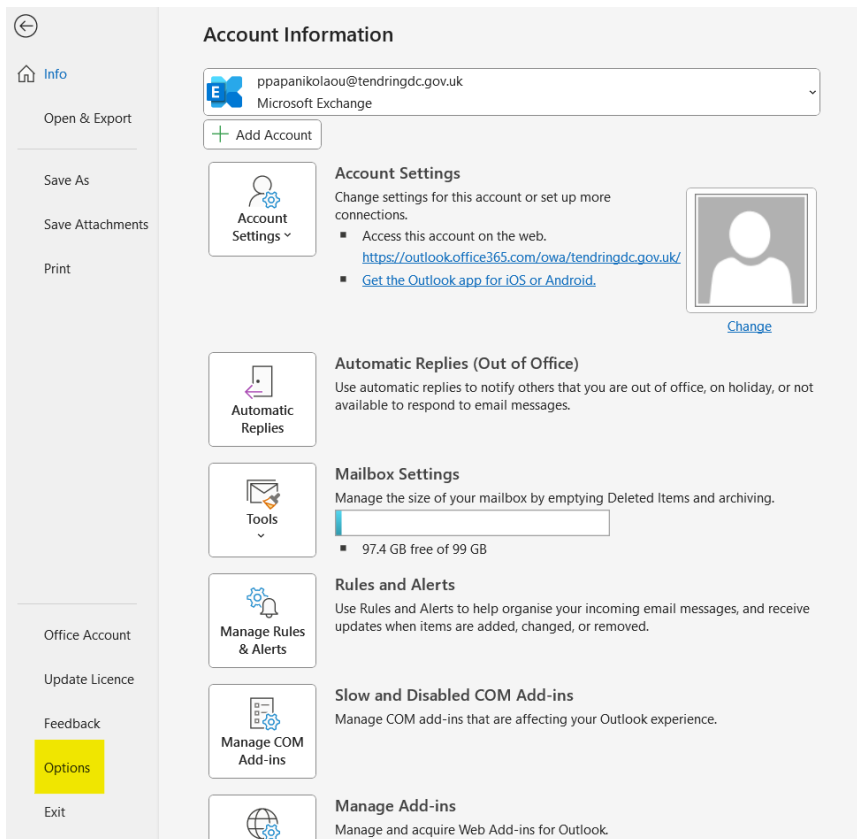
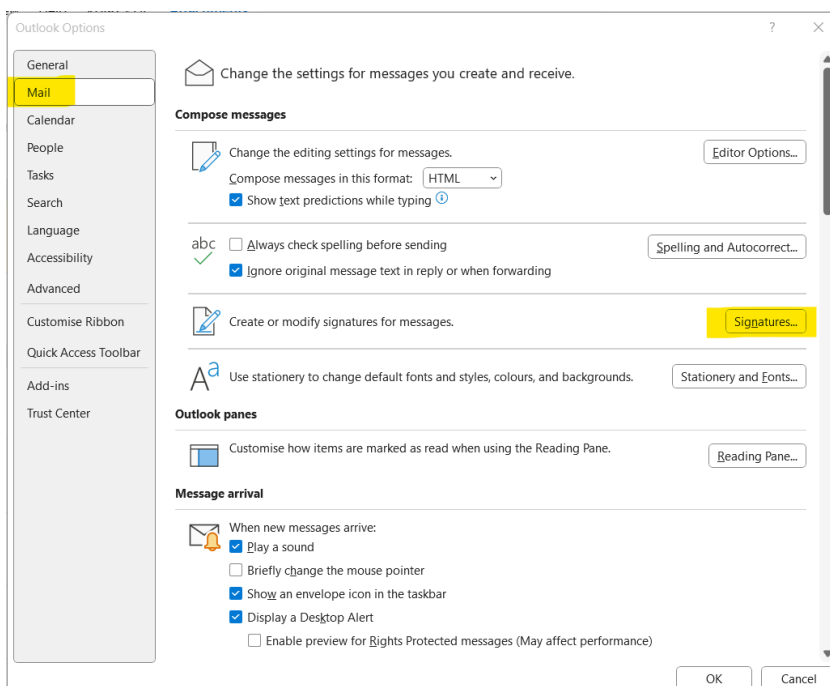


How to edit your signature on Outlook

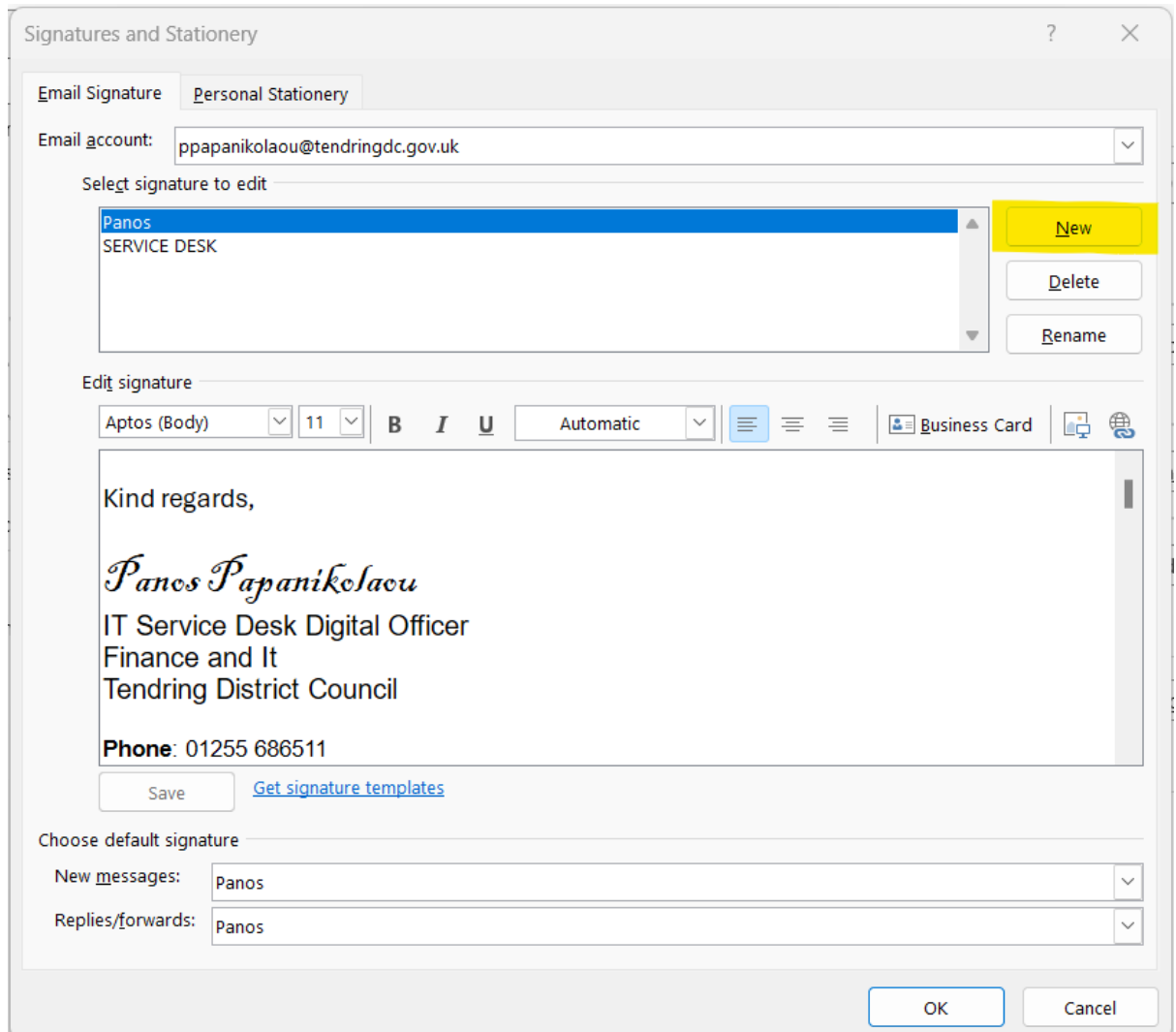
1. Open your Outlook and click 'File'.



2. Click 'Options' (Highlighted at the bottom left of the above screenshot).
3. The 'Outlook Options' box will open. Now click on the 'Mail' tab.



4. Click '**Signatures**'. Highlighted in yellow on the above image.
5. The '**Signatures and Stationery**' box will open.
6. Select new. Now in the edit signature window you can enter the details you want as your email signature.



7. Now click **OK** at the bottom of the box. The signature will now appear at the bottom of your emails.