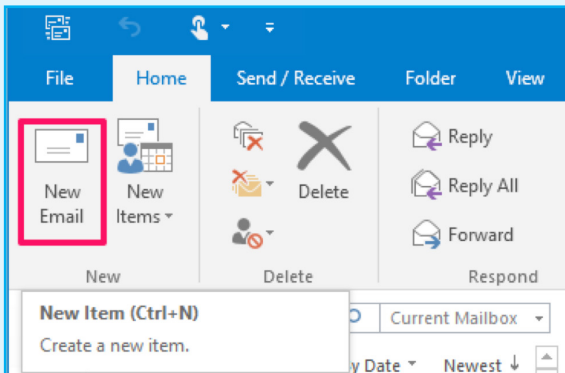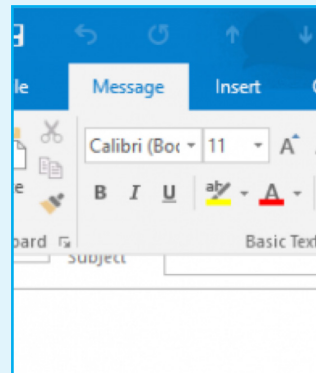# CREATING AN EMAIL SIGNATURE:

(How to upload an email signature to your Outlook account)
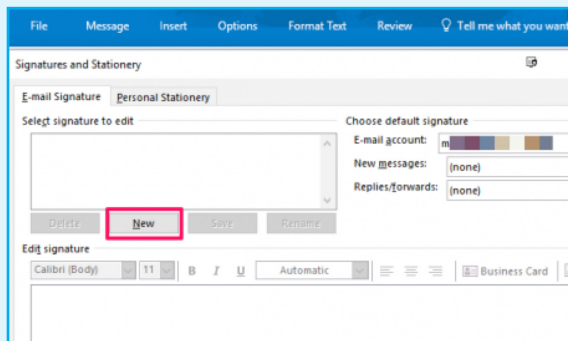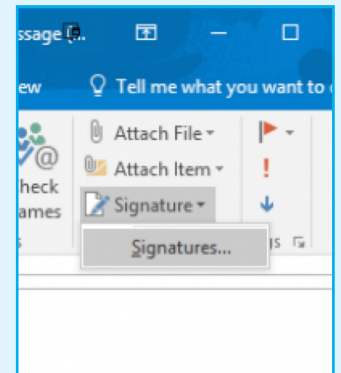

1. NEW EMAIL
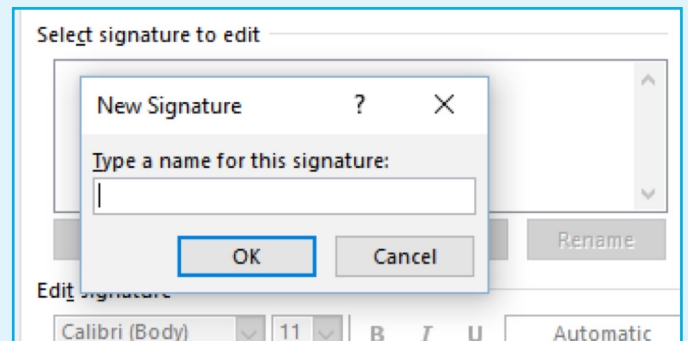
Click new email from the Home Tab.

2. SELECT SIGNATURES

Click Signature > Signatures... on the Message tab.
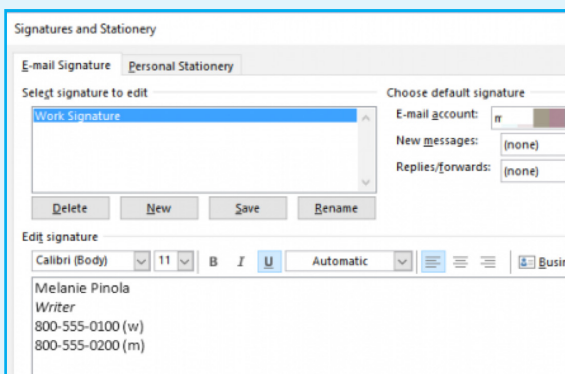

3. NEW

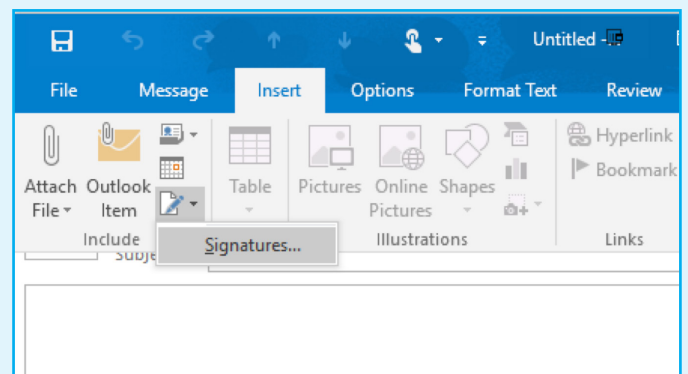Click the New button in the Signatures and Stationary window.

4. NAME

Type in a name for the signature and click OK. For example, "Work Signature".

5. EDIT THE SIGNATURE

Enter your signature in the Edit signature box. You can type in your name, job title, contact information, website address, and any other information you want to quickly insert into new email messages.

6. CLICK OK

This will be the default signature for new emails sent from your email account.

Insert a Different Email Signature

Repeat the steps above to create additional email signatures, which you can choose to insert on an email-by-email basis by going to the Insert > Signatures menu.