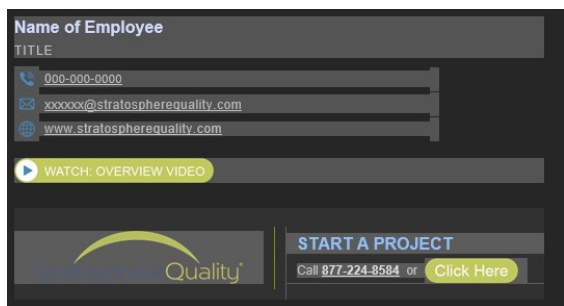


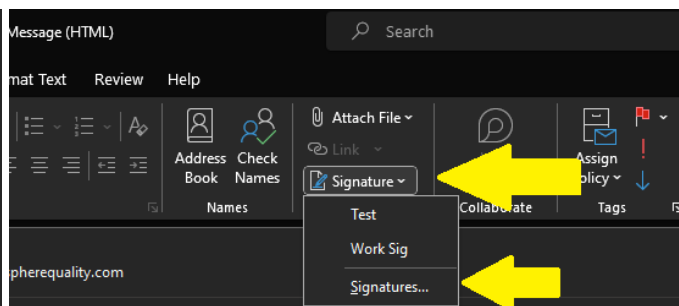
# Adding Signature to Outlook on Laptop

This document will assist you with copying, saving, and using our Organizational approved signature, for Outlook. This will be specifically for the laptop version of Outlook. A separate instruction document will govern how to attach an email signature to phones. At the end of the document, there will be screenshots for your reference, and ease of use.

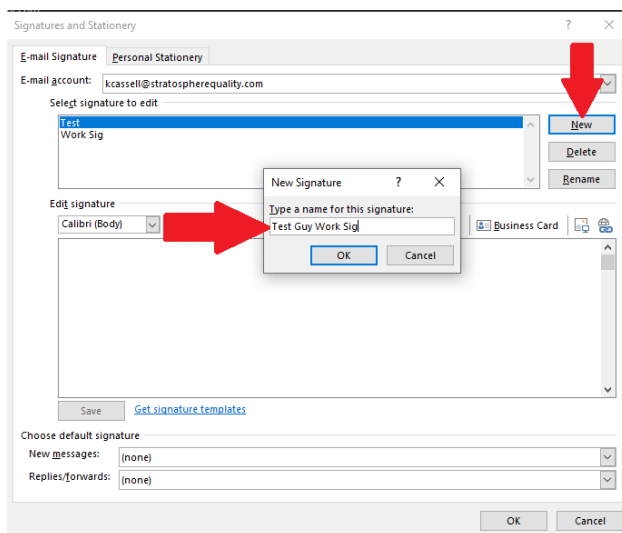
1. You will want to open the attached signature template, and copy it.
  - A. Copy the entire template by clicking above the left corner of the template, and dragging tot the lower right corner, until the entire template is highlighted.
  - B. Press Ctrl + C to Copy the highlighted Signature Template
2. Open Outlook, and Click New Mail
3. Click the Signature button, in the top menu, and select "Signatures".
  - A. If you do not see a signature button, click on the Paper Clip Icon named "Include", and proceed with step 3 above.
4. Click "New" on the right side of the window, and type a name, for your signature, in the field that pops up, and then click OK.
5. With the newly named signature highlighted, click in the large open field under Edit signature, and press Ctrl+V to paste your copied signature.
  - A. If you have not copied your signature in step 1. B., please refer to that step, if needed.
6. Once pasted, and prior to saving, you will need to edit your signature.
  - A. Highlight the "Name of Employee" line, and type your Name, but DO NOT click Enter.
  - B. Click and highlight the "Title". Repeat the above step to place your title. Make sure, once highlighted, that you DO NOT try to capitalize words. If you simply start typing in the highlighted field it will automatically adjust the font size, and type to match.
  - C. Again for the Phone, as above, being careful NOT to highlight the phone icon.
  - D. Same thing again for your email address, again being careful NOT to highlight the mail icon.
    1. On the email step, it will turn from grey to blue, after you have added your username to the email address. This needs to be set back to grey.
    2. Highlight the whole address again, and you will see a drop down, next to the Underline icon, that says "Automatic".
    3. Click the drop down and select the grey box located in the 2<sup>nd</sup> column from the left, and second box down.
7. At the bottom of the signature window click the New Messages dropdown, and select your new signature. Repeat this step for Replies/forwards, if desired.
8. Click Save, OK, and you are all set.



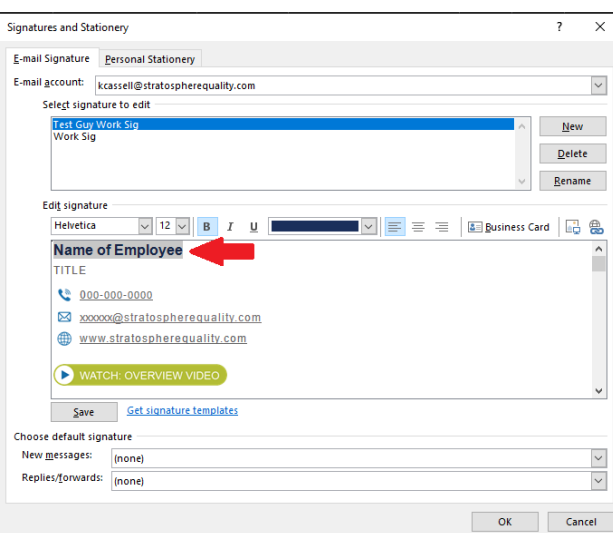
Step 1 A-B



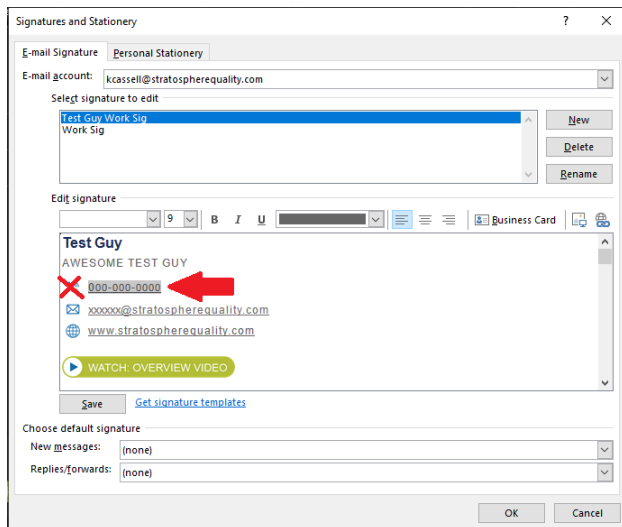
Step 3



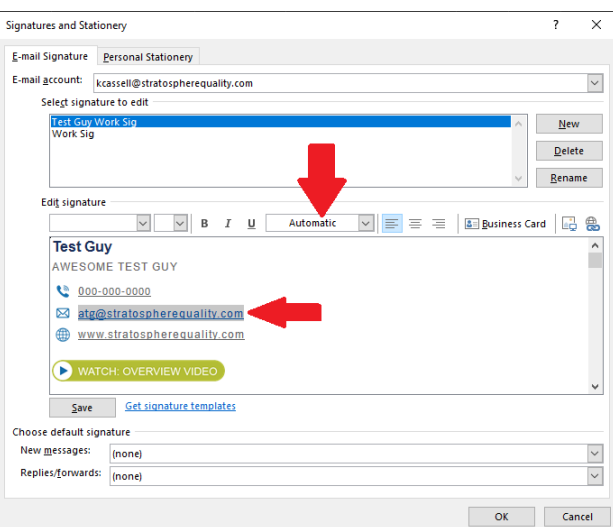
Step 4



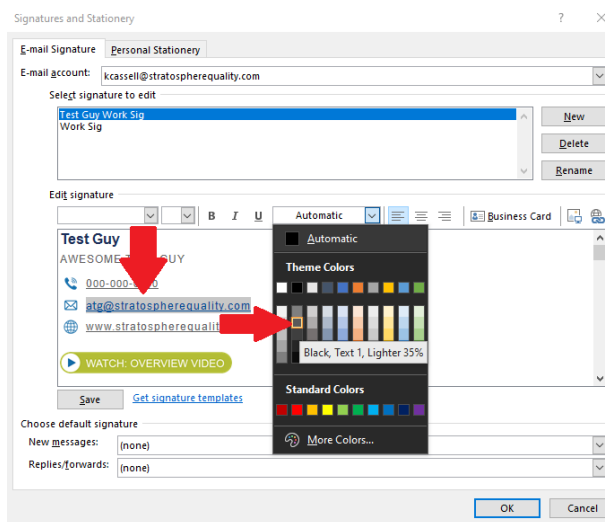
Step 6



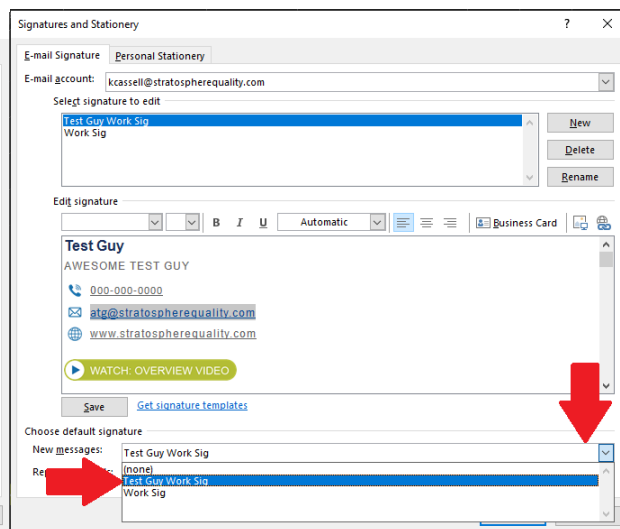
Step 6C



Step 6D.2



Step 6D.3



Step 7