## Open Outlook

File->Options->Mail->Signatures

Outlook Options		?	×
General Mail	Change the settings for mescages you create and receive.		
Calendar	Compose messages		
People Tasks	Change the editing settings for messages. <u>Compose messages in this format:</u> HTML	<u>E</u> ditor Options	]
Search Language Advanced	ABC ▲Iways check spelling before sending ✓ Ignore original message text in reply or forward	nd Autocorrect	] 🗆
Customize Ribbon Quick Access Toolbar	Create or modify signatures for messages.	Sig <u>n</u> atures	]
Add-ins Trust Center	Use stationery to change default fonts and styles, colors, and backgrounds.	onery and <u>F</u> onts	]

Click on New->Type in a name for your signature->In the Edit Signature Box, type your signature as you would like it to appear on your email

,	
f	×
Choose default signature	
F-mail account: Amanda.Harms@staff.isd518.net	$\sim$
New <u>m</u> essages: Miss Harms	~
Replies/forwards: Miss Harms	~
💶 🗸 🚍 = 🗧 🛛 👪 Business Card 🛛 📑 👸	
	^
	Choose default signature E-mail account: Amanda.Harms@staff.isd518.net New messages: Miss Harms Replies/forwards: Miss Harms Image: Business Card Beginess Card Begine

When finished, choose the default signature and if you want it to appear on New messages and replies/forwards by selecting the name of your signature from the dropdown box.

Select Save