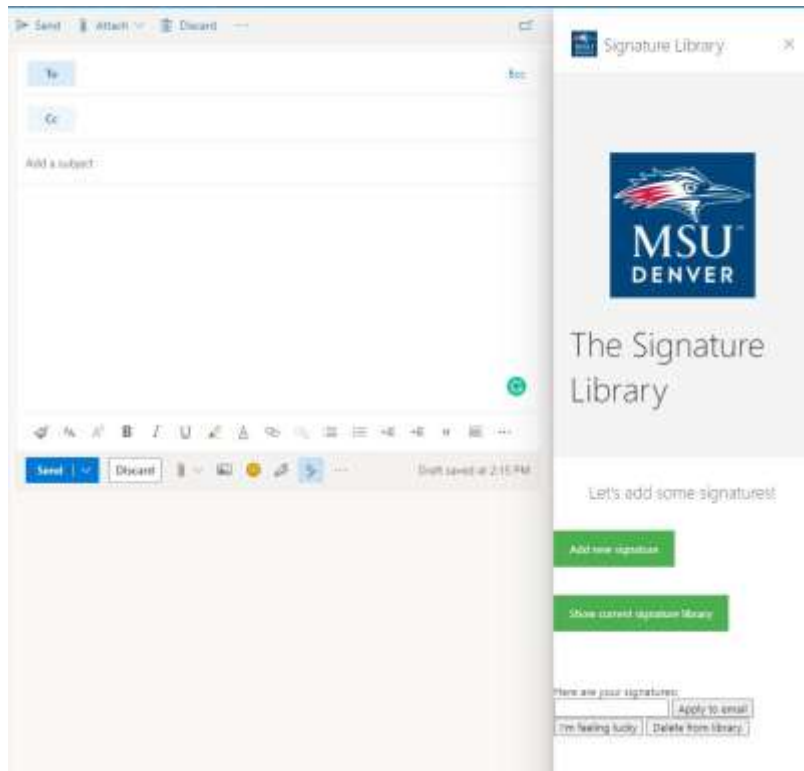# SIGNATURE LIBRARY EXTENSION ON OUTLOOK USER GUIDELINES

- Generate and use signatures in Outlook Mail Extension

- You can create set text called a signature that has a title and message to add to your local device; it calls the signature library to include your signature randomly when you send an email message. For example, creating a new signature first, let's add Signature Library Extension to your device.

Setup Signature Library
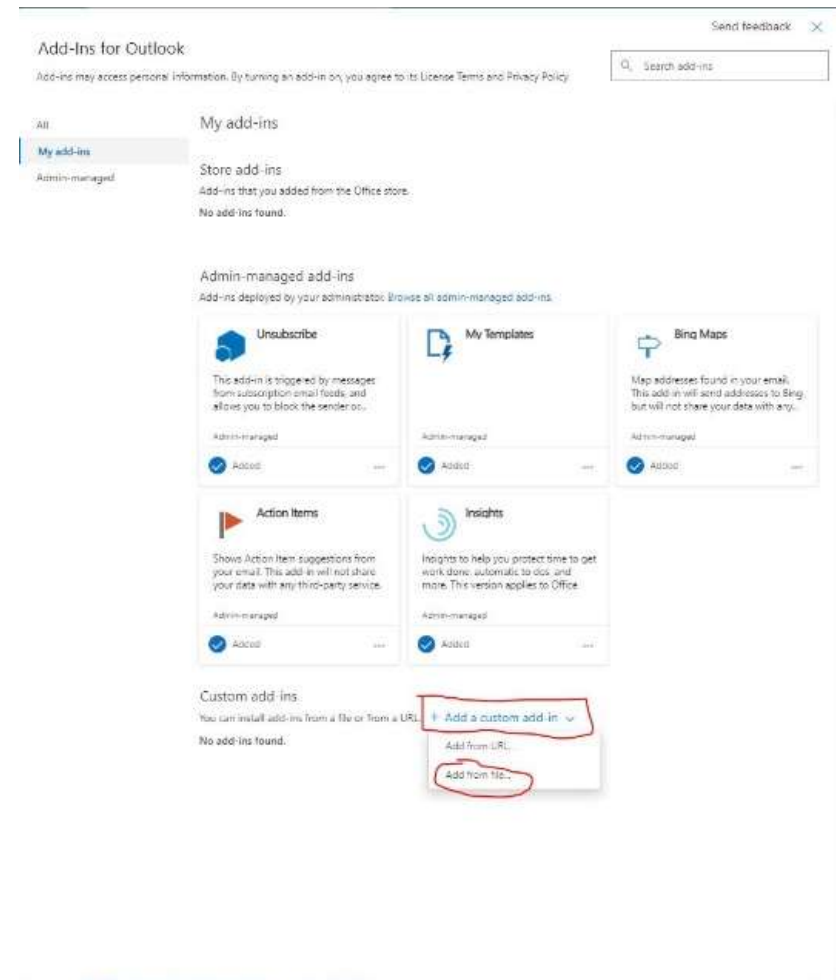
Extension on your local device
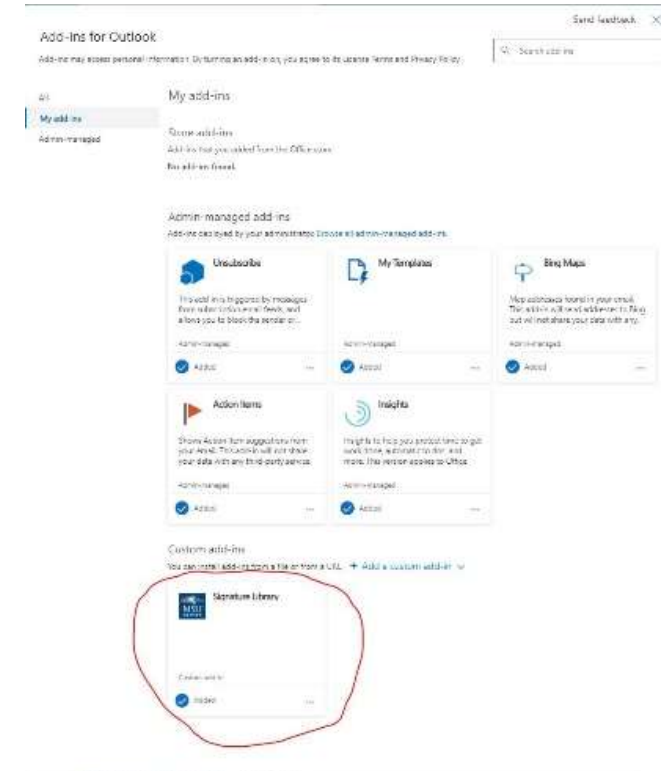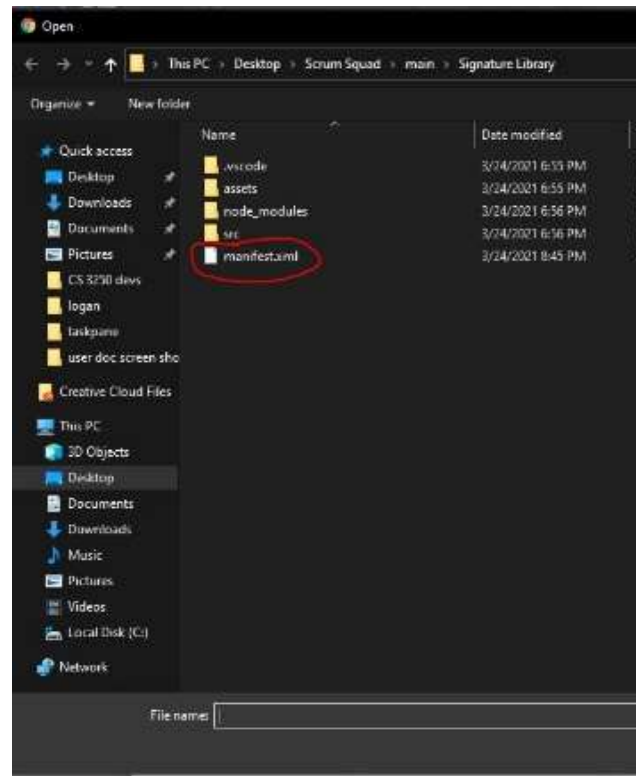
Open new massage in outlook
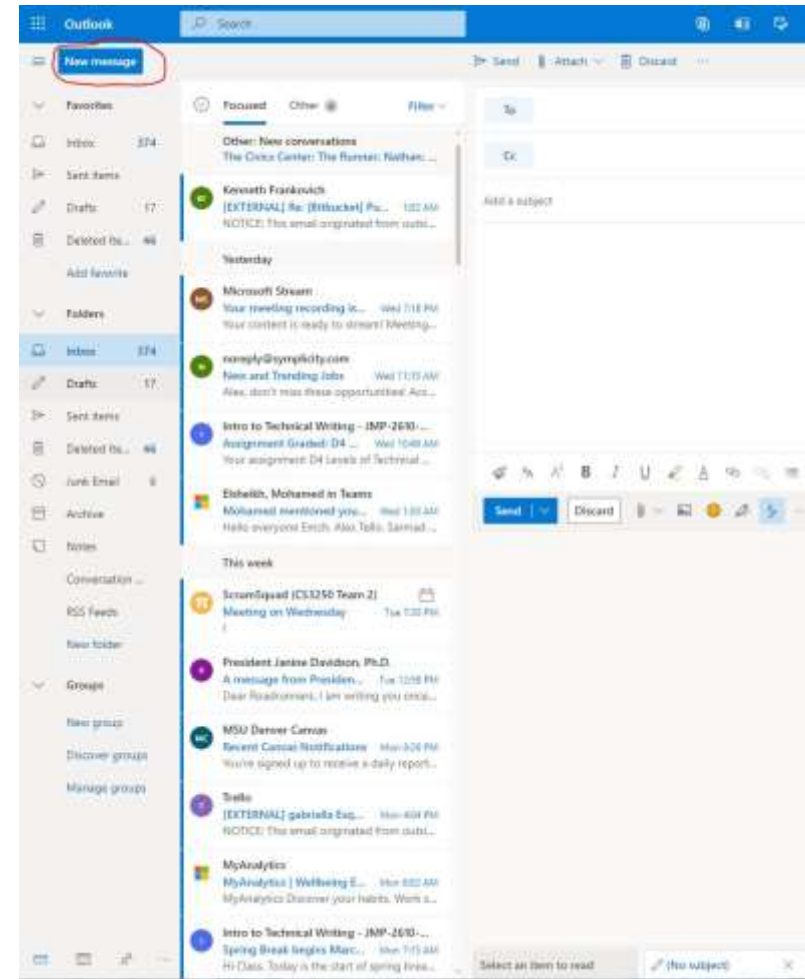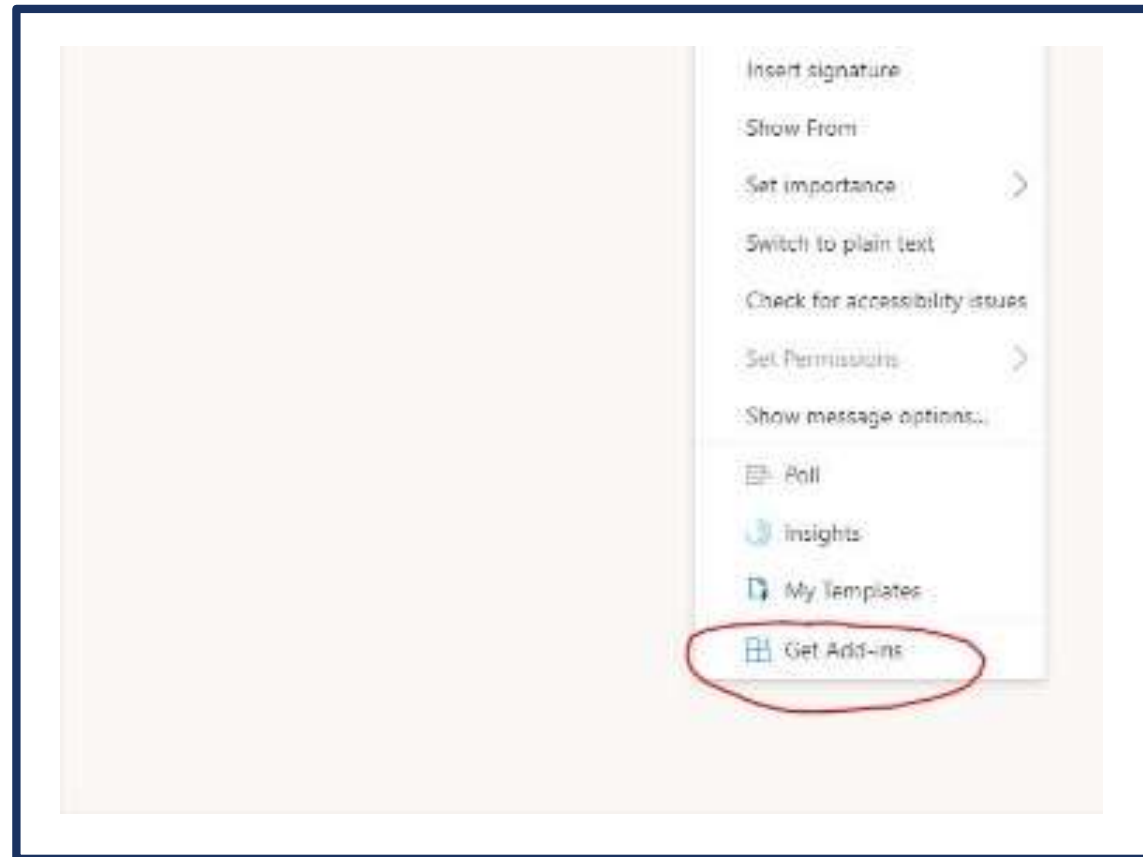
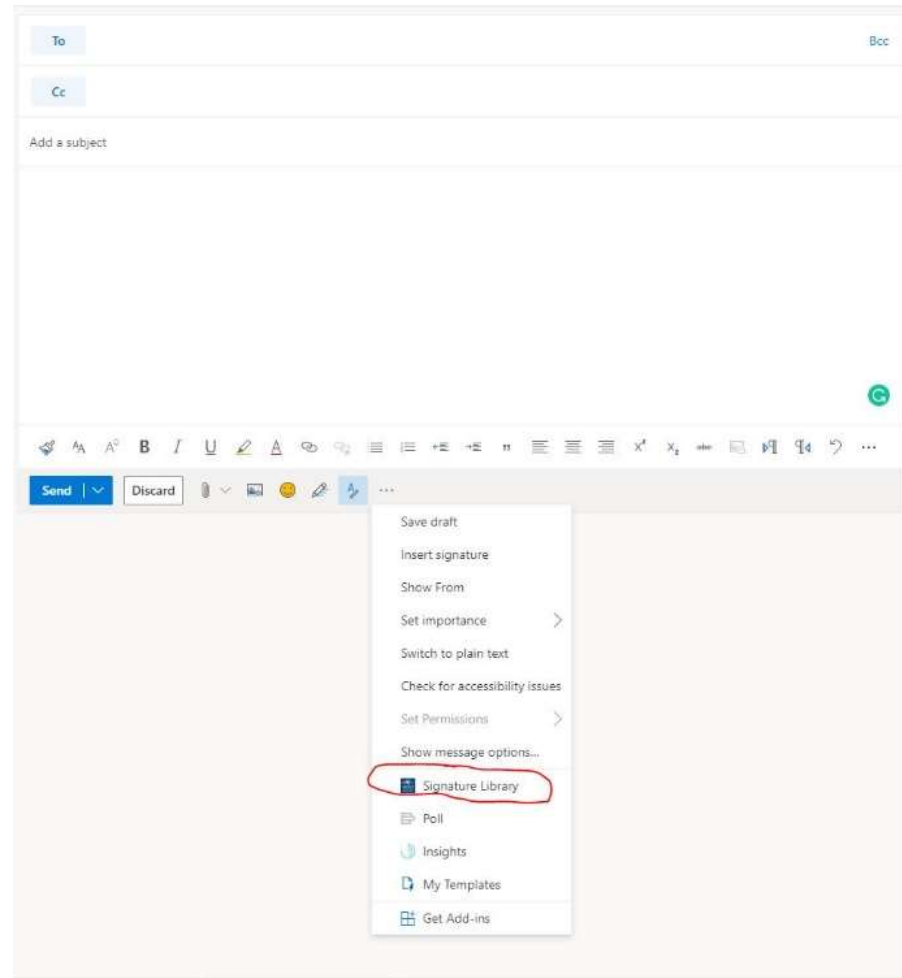•Click on the three dots, and it will open a new window and click on Get Add-ins.

●Click on My Add-in and go down to choose the Add accustom add-in and add from a file.

1. Add the manifest file.

2. The Signature Library ready to use in the local machine.

- Click on the three dots and click Signature library to add new signatures.
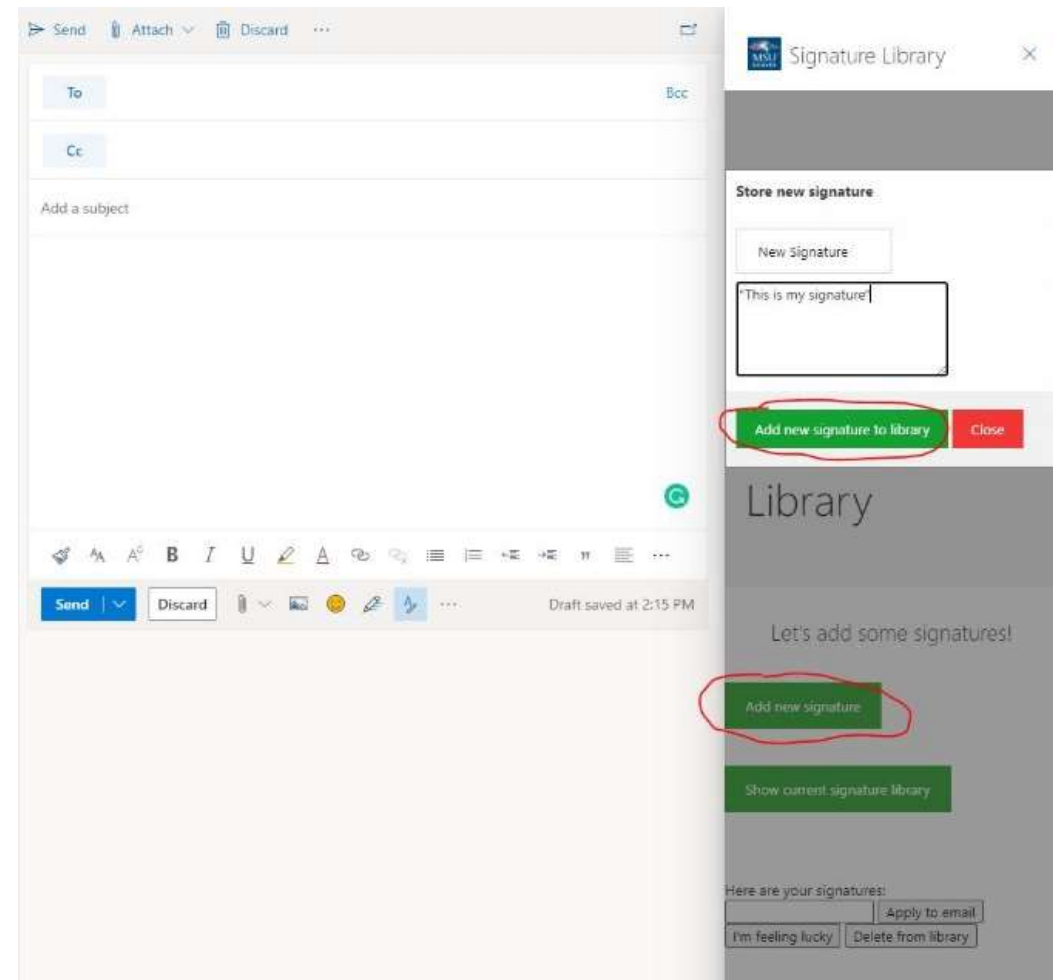
CREATE SIGNATURES.

1 → **2** → **3**

Click in
- Click in Add new signature to the library.

Add
- Add title and message on the new window.

Click
- Click Add new signature to the library.

APPLY SIGNATURE TO YOUR NEW MAIL.
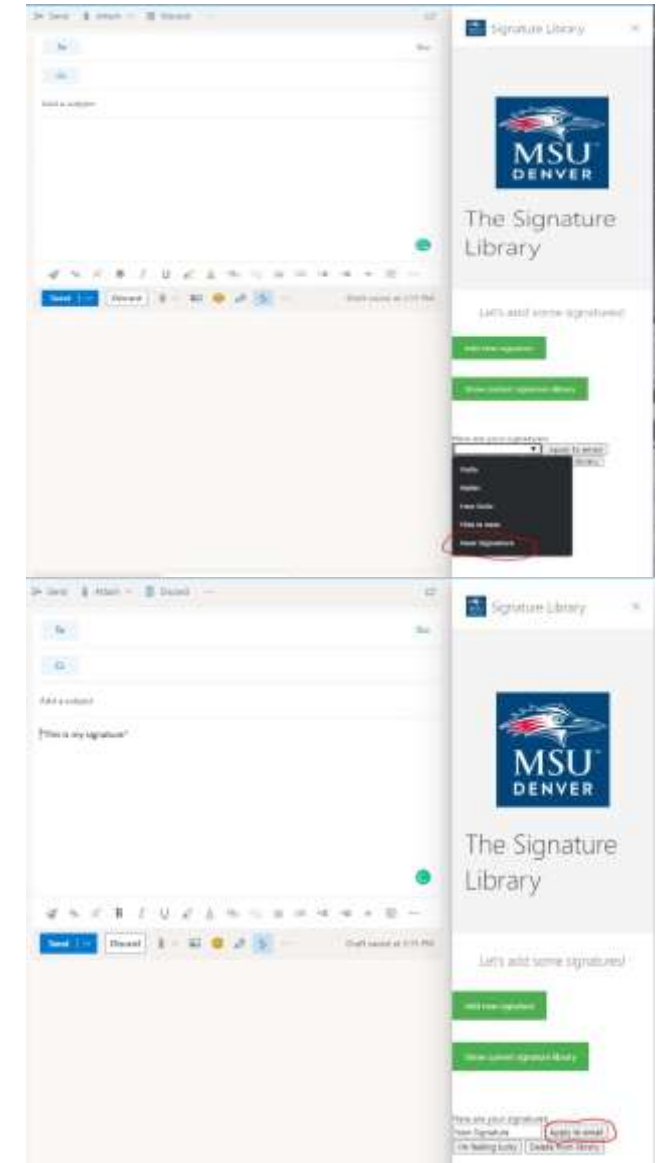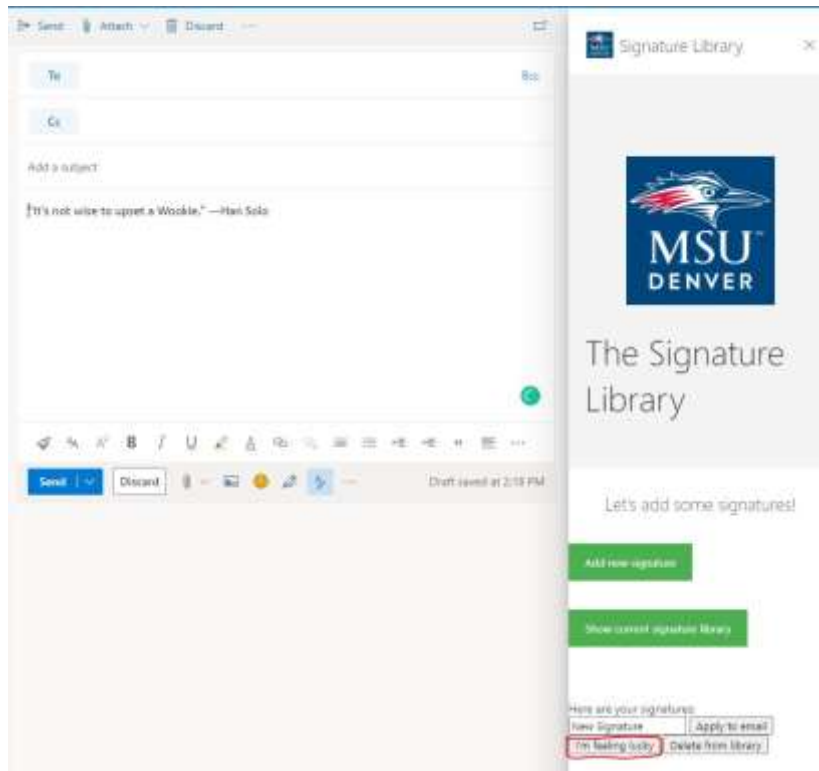
Click on
- Click on the drop-down label.

Choose
- Choose your signature randomly.

Click
- Click apply your signature to the new mail.

I'm feeling lucky.

•Click on I'm feeling lucky to add the message on your mail randomly.

DELETE SIGNATURES FROM THE LIBRARY.

- Click on the drop-down label.
- Choose your signature randomly.
- Click delete from the library.