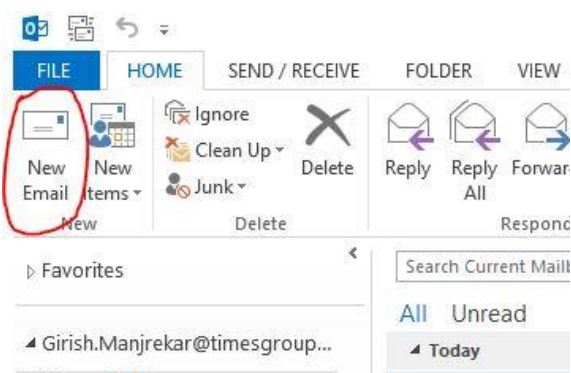


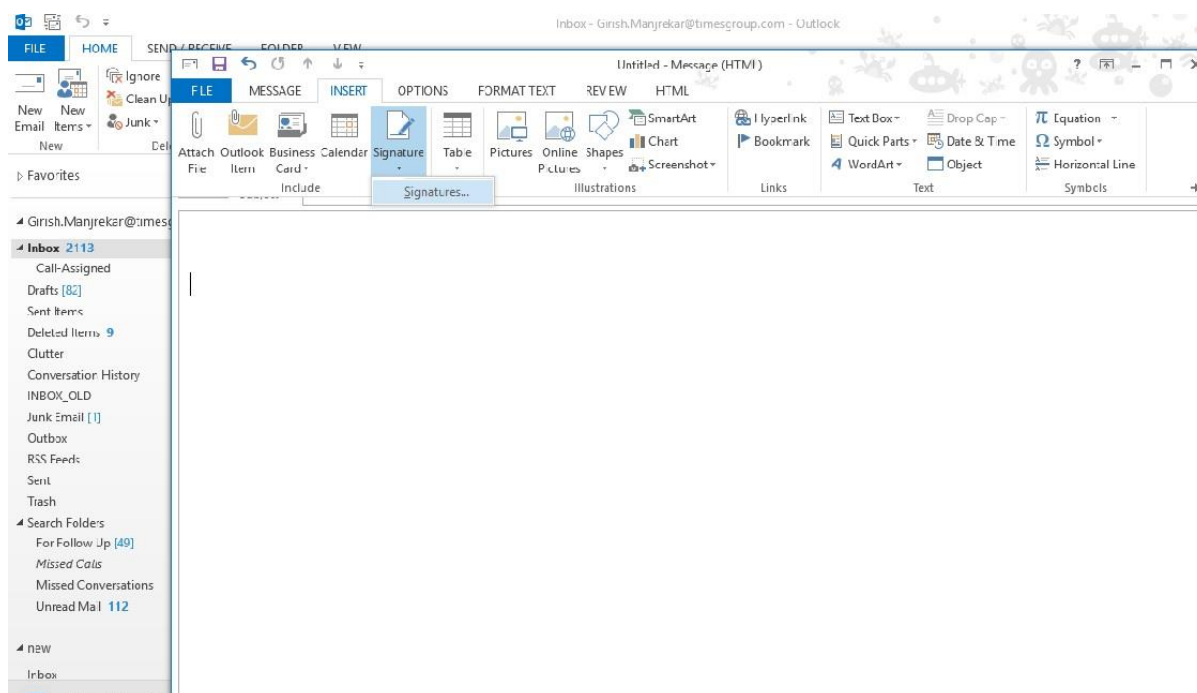
DID YOU KNOW?

How to add signature in your Outlook.

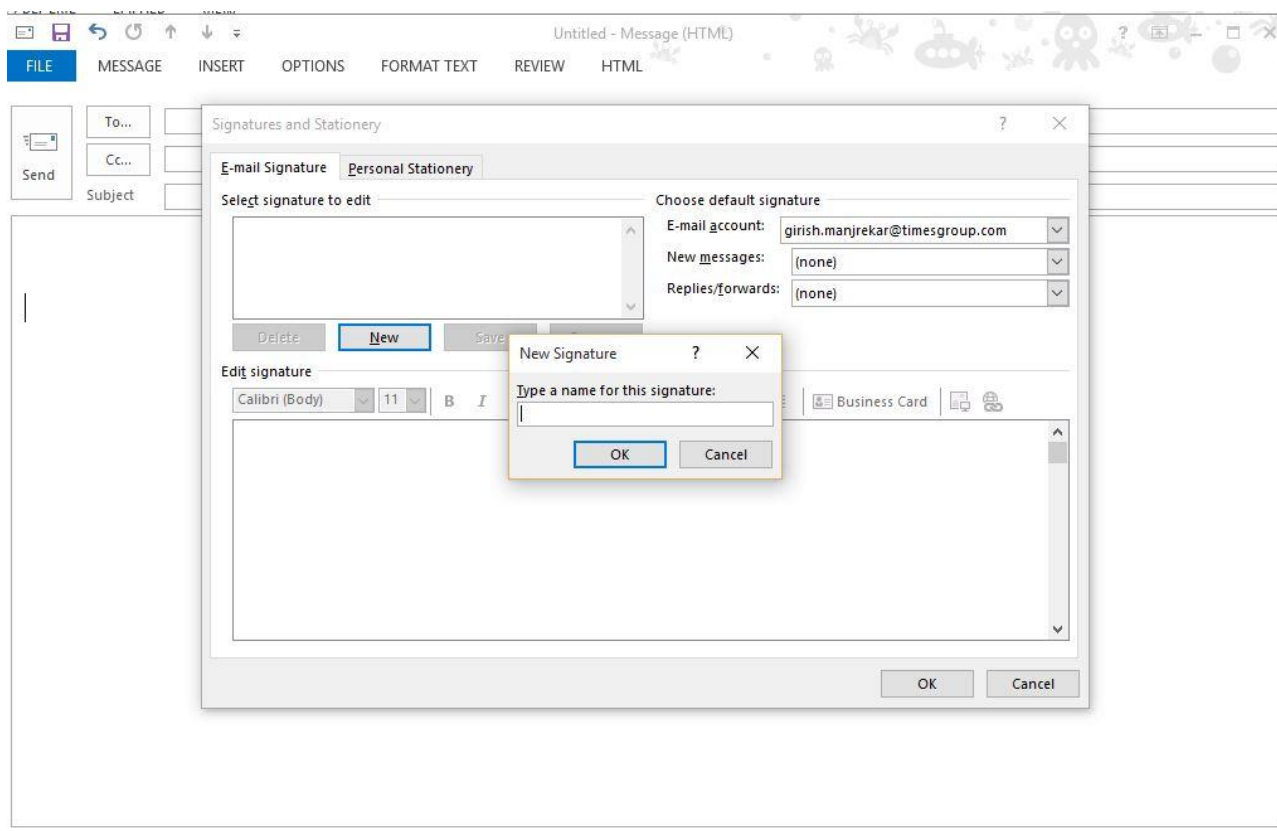
- 1) Open your Outlook Account and click on New Email.



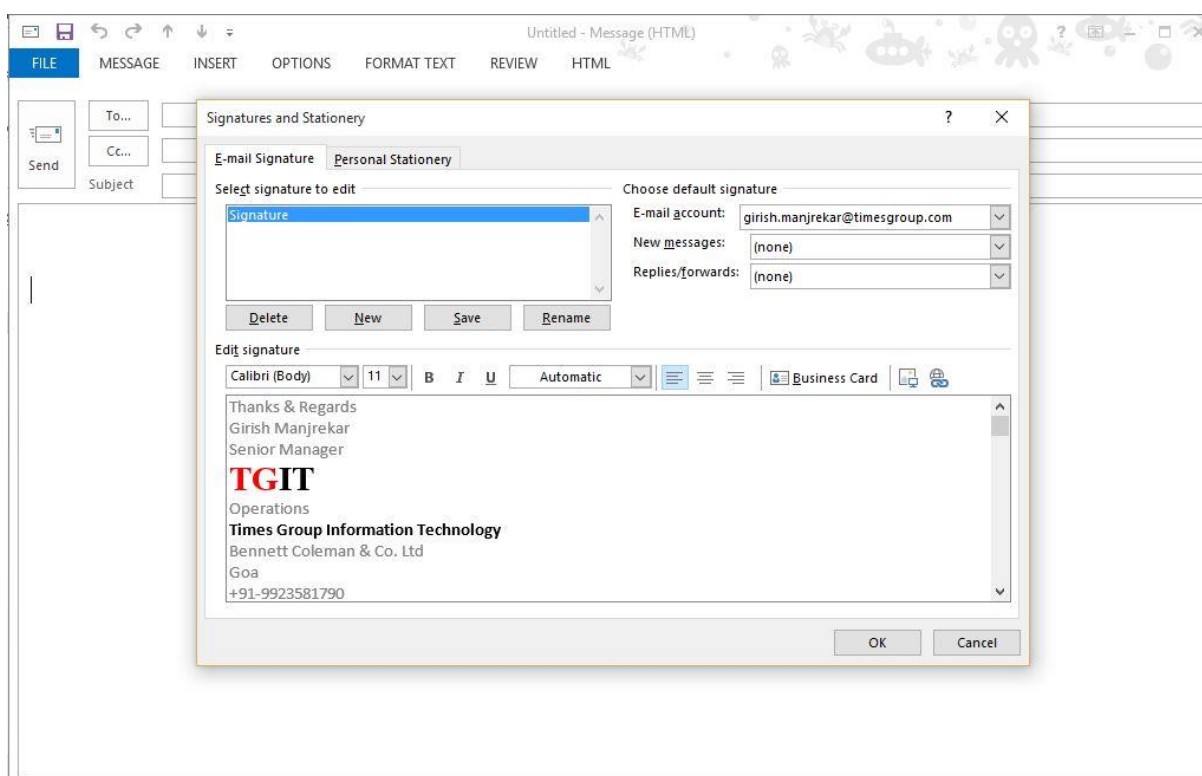
- 2) This will open a New Email window. Go to Insert Tab and click on Signature



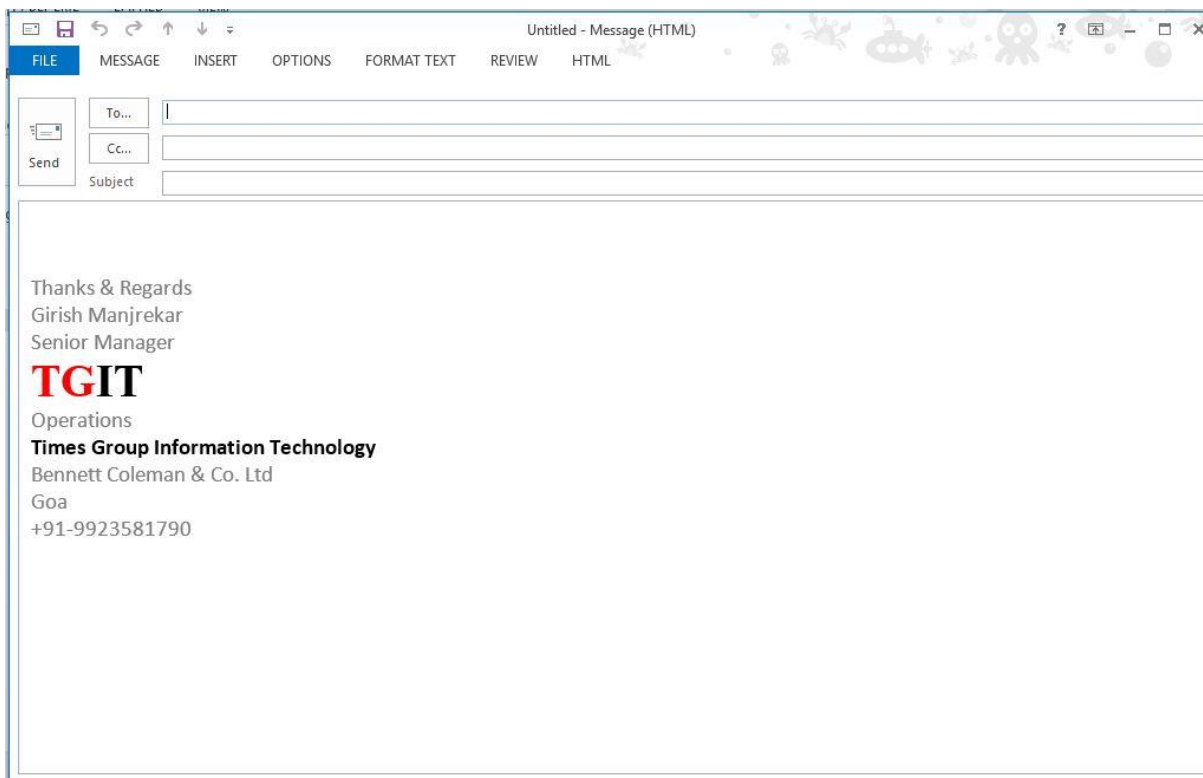
3) Give a name for your Signature.



4) Type the Content in your signature. You can also insert image in this.



- 5) Click Ok and close the New email window.
- 6) Go to Home and click on New Email. The new signature will appear in the email body.



Untitled - Message (HTML)

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW HTML

Send To... Cc... Subject

Thanks & Regards
Girish Manjrekar
Senior Manager
TGIT
Operations
Times Group Information Technology
Bennett Coleman & Co. Ltd
Goa
+91-9923581790

THANK YOU