

## Instructions for Updating Email Signature with New Contact Information

### Step 1: Access Email Settings

Open your email client and navigate to the settings or options menu. This is usually found in the top right corner or under a gear icon.

### Step 2: Locate Signature Settings

In the settings menu, find the section for email signatures. This may be under 'Mail', 'Compose', or a similar category.

### Step 3: Edit Your Signature

Select your existing signature and make the necessary edits to include your new contact information.

### Step 4: Format the Signature

Use the formatting tools available in the email client to style your signature. This may include font changes, colors, and bold/italic options.

### Step 5: Save Changes

Once you have updated your signature, save the changes. Some email clients may have a specific 'Save' or 'Apply' button.

### Step 6: Test the Signature

Compose a new email to test and see if the updated signature appears correctly. Ensure that all information is accurate.

#### Step 7: Update Signature Across Devices

If you use multiple devices or email clients, remember to update your signature in each to maintain consistency.