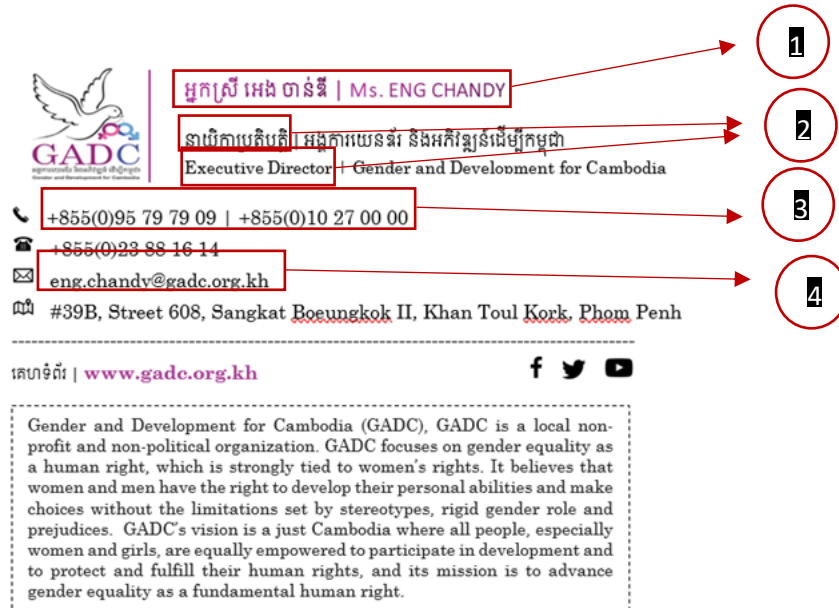
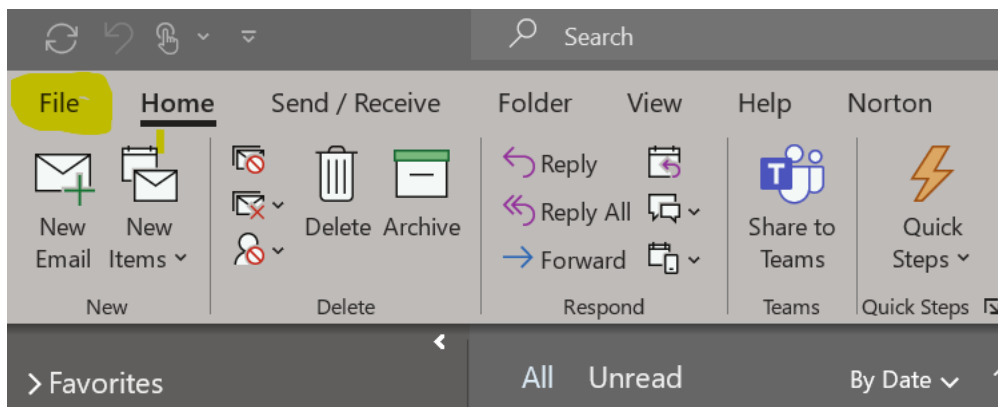


How to Add eSignature on Outlook

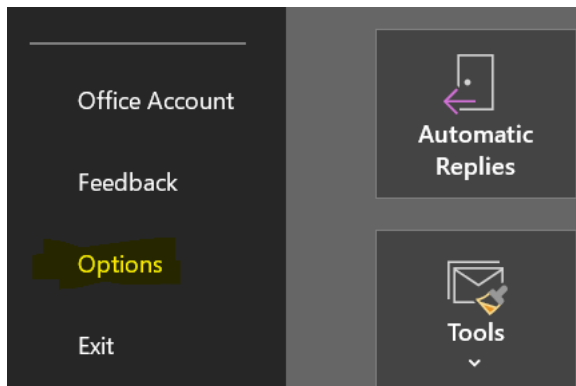
Sample



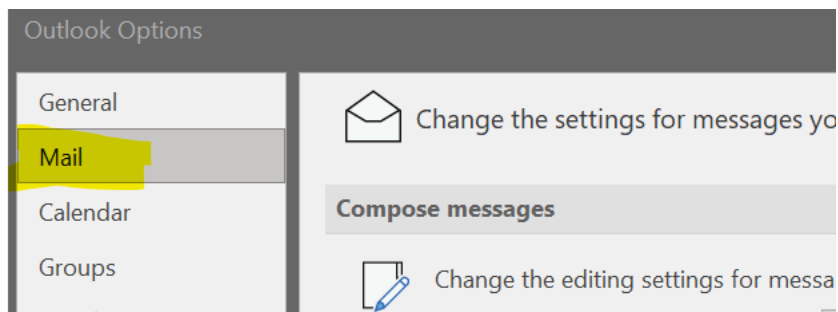
1. Replace your name(**1**), position(**2**), phone number(**3**), and email address(**4**) as in the image sample above.
2. Now let's go to Outlook application on your computer. Go to **File Tab**



Click on **Options**



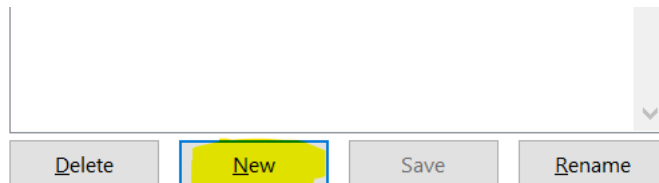
Choose **Mail Tab**



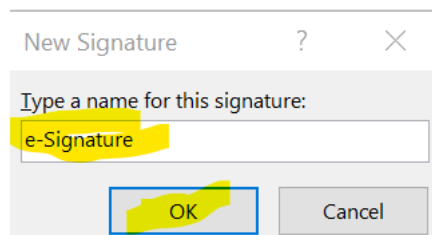
Click on **Signatures...**



Click on **New** button to create a new signature name if you don't have one

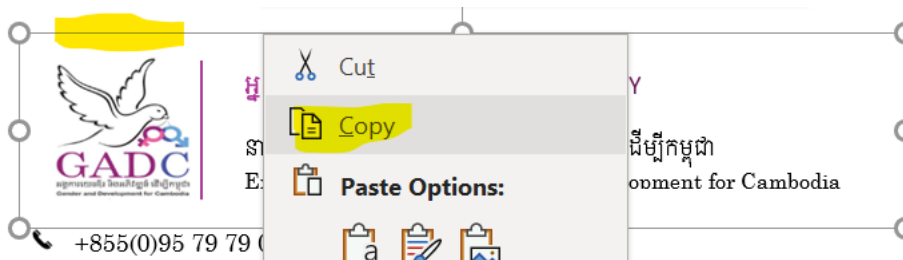


Put your Signature Name into **textbox** then click **OK** button. Ex. **e-Signature**

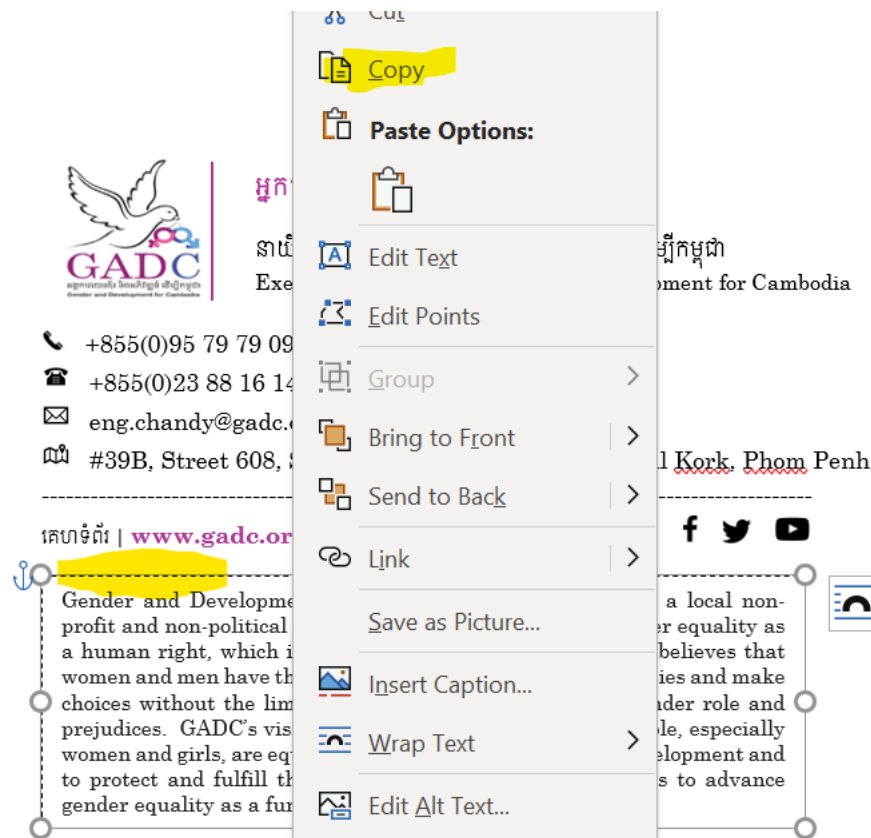


3. Go to your [eSignature Official Template](#) then copy it by right click on a box and

choose **Copy**. **Note:** you have to copy it **three times** to paste it into **Outlook**.



+855(0)95 79 79 09 | +855(0)10 27 00 00
+855(0)23 88 16 14
eng.chandy@gadc.org.kh
#39B, Street 608, Sangkat Boeungkok II, Khan Toul Kork, Phom Penh
គេហទំព័រ | www.gadc.org.kh f t y



4. Go to **Outlook** again and paste the copied box (do it three times too) into the blank box there. Then you will see it all done and don't forget to choose the **e-Signature Name** in **New messages & Replies/forwards** buttons and then click **OK** button.

The screenshot shows the 'Edit signature' window in Microsoft Outlook. On the left, a list of signatures is shown, with 'e-Signature' selected. Below this list are buttons for 'Delete', 'New', 'Save', and 'Rename'. On the right, there are two dropdown menus: 'New messages:' and 'Replies/forwards:', both set to 'e-Signature'. The main area displays the signature template for Ms. Eng Chandy, including her name in Khmer and English, title, contact information, and a logo. At the bottom right, there are 'OK' and 'Cancel' buttons.

Calibri (Body) 11 B I U Automatic Business Card

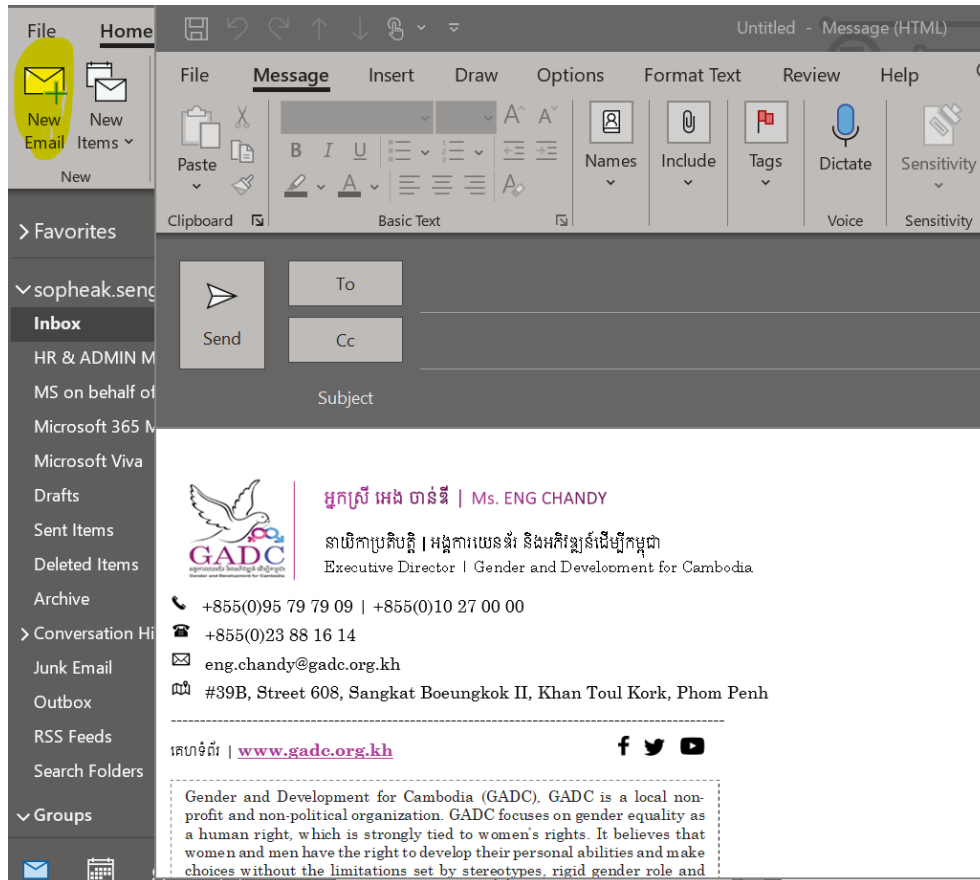
Ms. ENG CHANDY
នាយិកាប្រតិបត្តិ | អង្គការយេនឌ័រ និងអភិវឌ្ឍន៍ដើម្បីកម្ពុជា
Executive Director | Gender and Development for Cambodia

+855(0)95 79 79 09 | +855(0)10 27 00 00
+855(0)23 88 16 14
eng.chandy@gadc.org.kh
#39B, Street 608, Sangkat Boeungkok II, Khan Toul Kork, Phnom Penh

[Get signature templates](#)

OK Cancel

5. **Done**, try it by clicking on **New Email** button. You will see it all there as in the image below.



Thanks