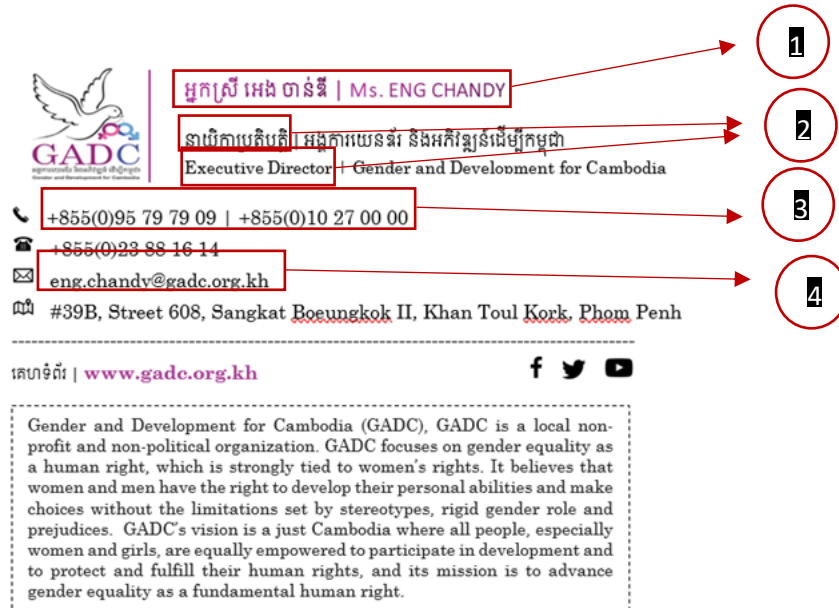
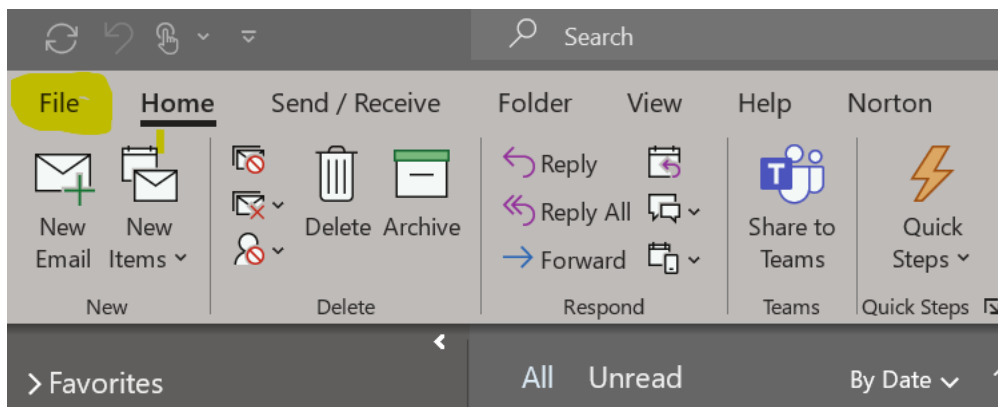


# How to Add eSignature on Outlook

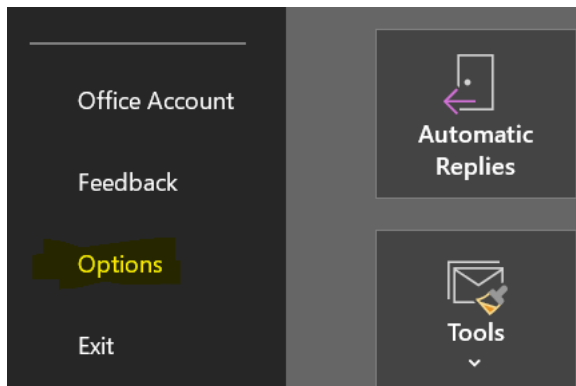
Sample



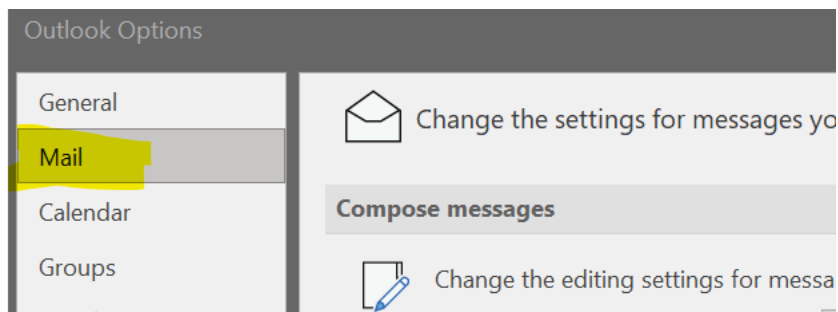
1. Replace your name(1), position(2), phone number(3), and email address(4) as in the image sample above.
2. Now let's go to Outlook application on your computer. Go to **File Tab**



Click on **Options**



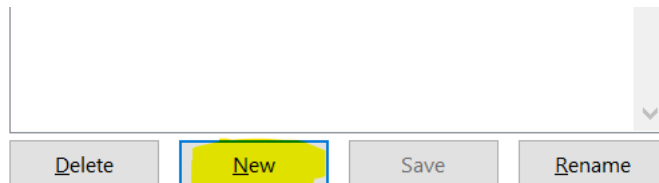
Choose **Mail Tab**



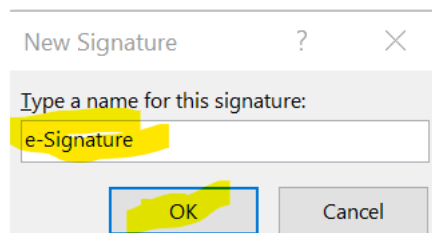
Click on **Signatures...**



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

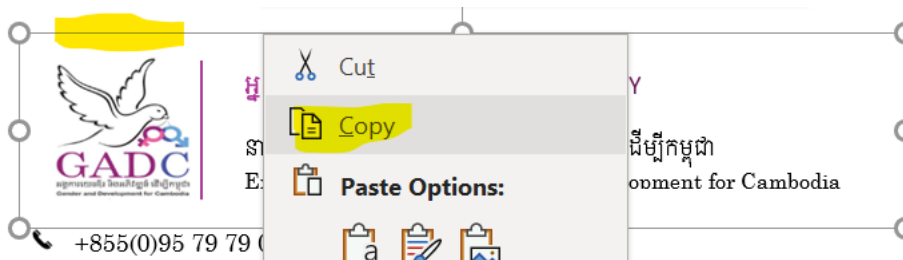


Put your Signature Name into **textbox** then click **OK** button. Ex. **e-Signature**

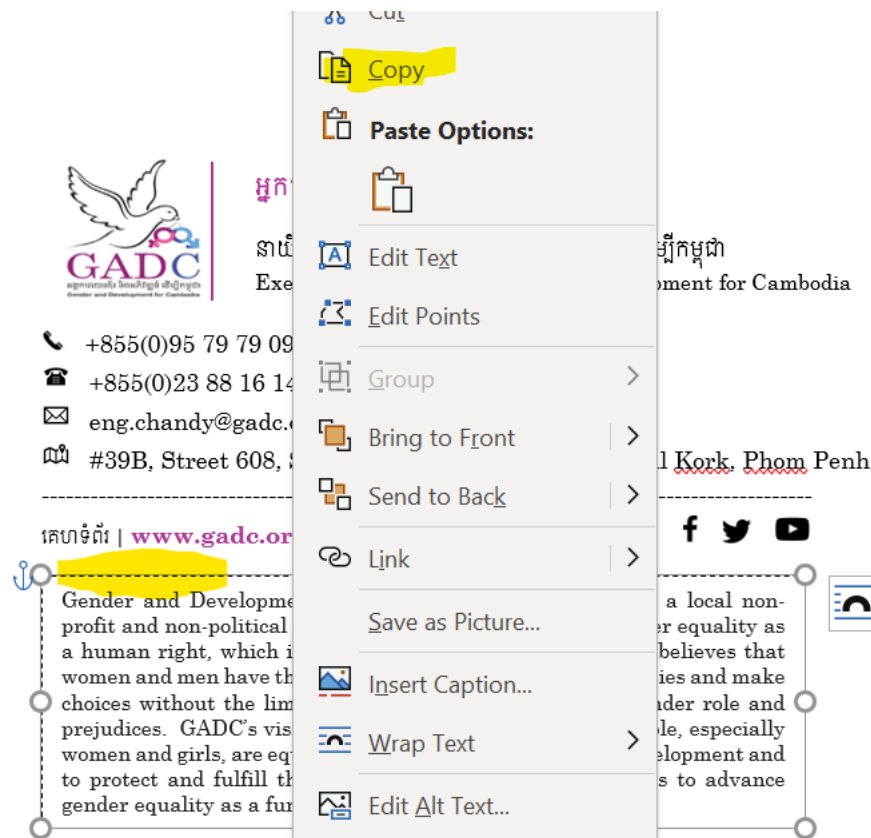


3. Go to your [eSignature Official Template](#) then copy it by right click on a box and

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](http://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.

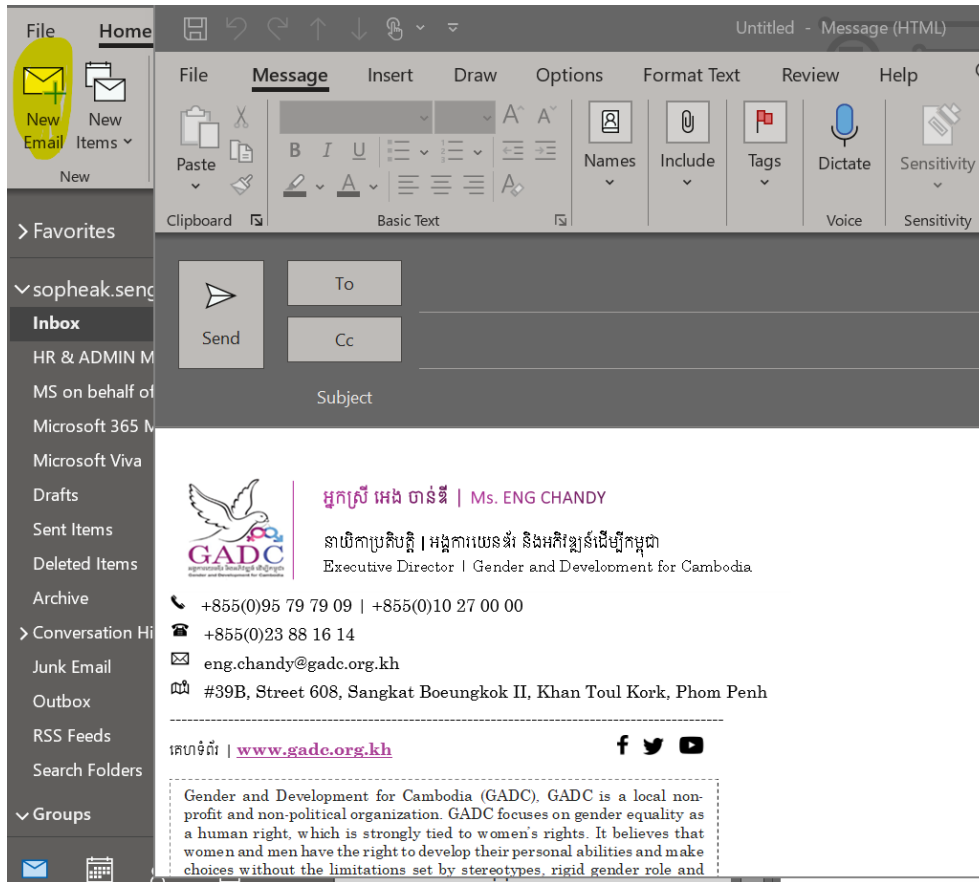
The screenshot shows the 'Edit signature' window in Microsoft Outlook. At the top, there's a list box labeled 'e-Signature' which is currently empty. Below it are buttons for 'Delete', 'New', 'Save', and 'Rename'. To the right, there are two dropdown menus: 'New messages:' and 'Replies/forwards:', both of which are set to 'e-Signature'. The main area is titled 'Edit signature' and contains a rich text editor with a toolbar (font face: Calibri, size: 11, bold, italic, underline, background color: Automatic, bulleted list, numbered list, link, business card icon, insert icon, and link icon). The signature content is as follows:

 **អ្នកស្រី អេង ចាន់ឌី | Ms. ENG CHANDY**  
នាយិកាប្រតិបត្តិ | អង្គការយេនឌ័រ និងអភិវឌ្ឍន៍ដើម្បីកម្ពុជា  
Executive Director | Gender and Development for Cambodia

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At the bottom right, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a yellow box.

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



Thanks