1. Find the Outlook Templates under S:\Contents of GIGA F Drive\z-Templates
2. Insert the specific user’s signature into the old ones and save them with that specific user’s name
3. Change the specific name that is linked to in the P21 Spreadsheet code.
4. Enable all macros in the Trust Center.
5. Close and re-open it.
6. Disable all micros except digitally signed.
7. Close and re-open it to be sure it worked.
8. Done.