Creating new email signature

1. Open Outlook
2. Click ‘New Email’
3. Click ‘Signatures’
4. Click ‘Signatures’ on the drop down menu
5. Click ‘New’
6. Enter a name for the new template
7. Copy and paste the below into the template
8. Change the text to your name, job title and the contact information you wish to give

Malcolm Perryman  
Chief Commercial Officer

**The Property Institute**

Mobile: 07851 255 981

A blue screen with white text

Description automatically generated

Company Limited by Guarantee Registered in England and Wales No.13753239

Registered Office: Gibbons Mannington & Phipps LLP, 20-22 Eversley Road, Bexhill-on-Sea,

TN40 1HE Please read our [privacy notice](https://www.tpi.org.uk/privacy-policy)to learn more about how we handle your data.

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1. Click Save
2. Select your new email template for ‘New message’
3. Click ‘OK’