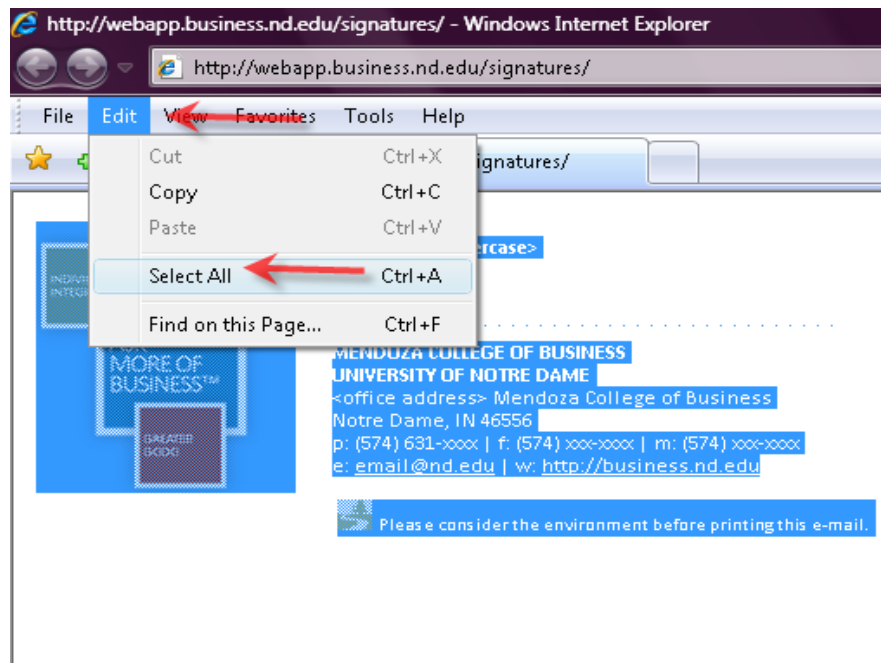
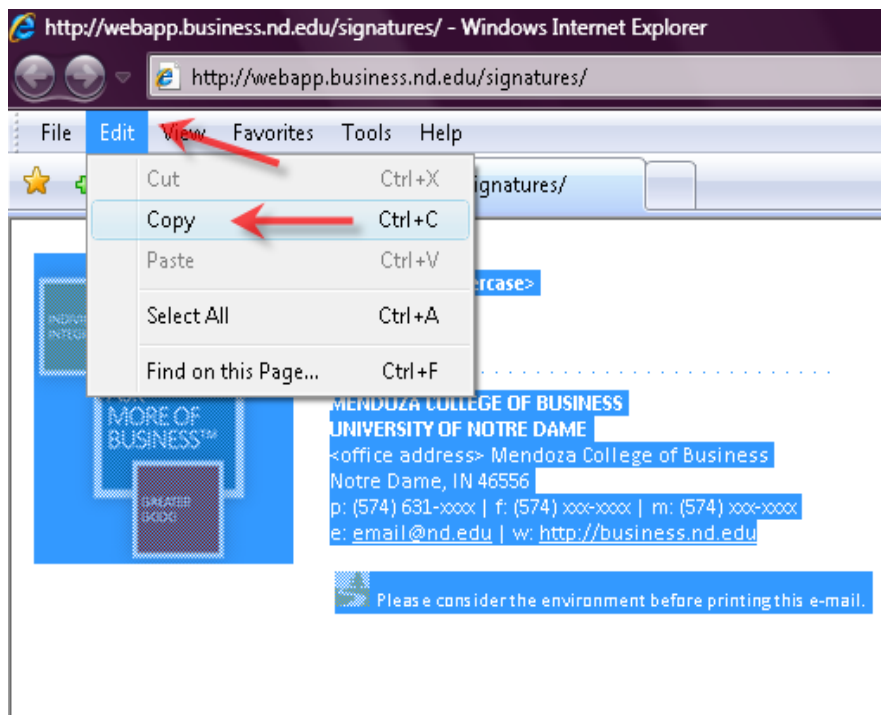


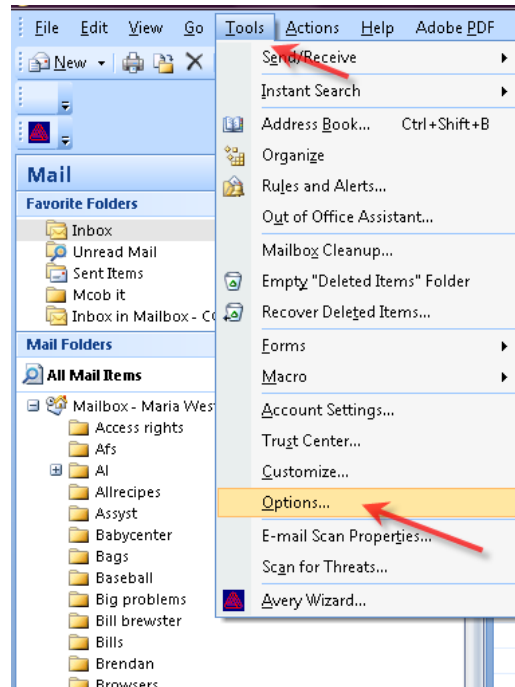
1. Click Edit, Select All



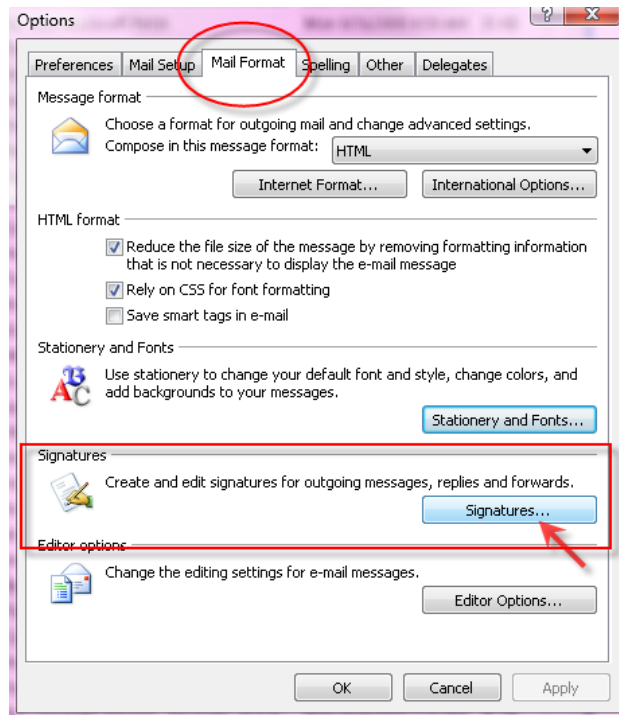
2. Click Edit, Copy



3. In Outlook, Click Tools, Options

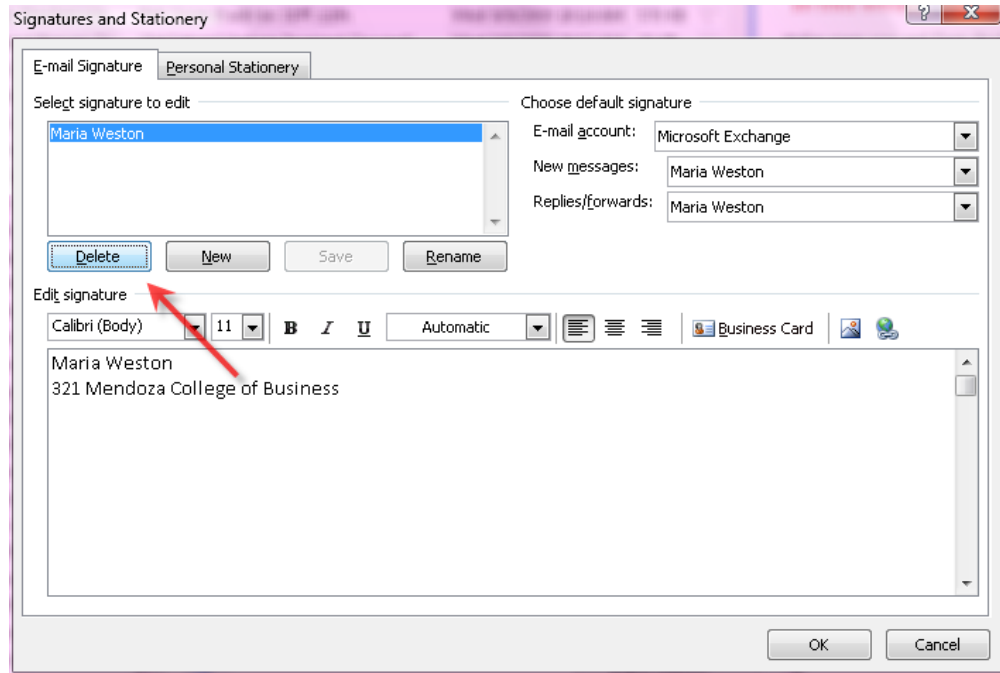


4. In the Options box, Click on the Mail Format Tab and Click the Signatures Button

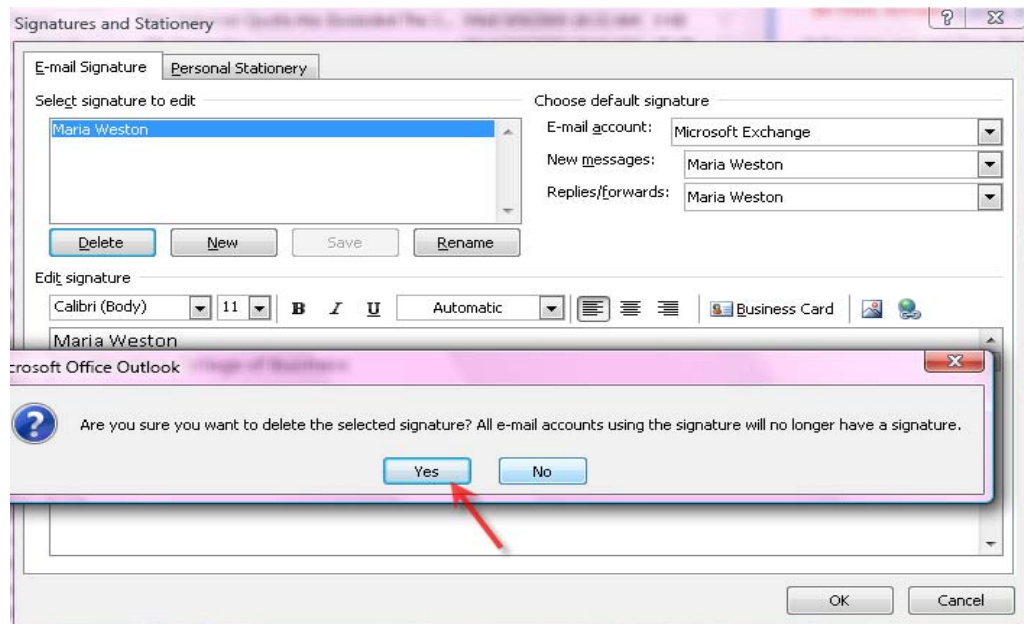


If you already have a Signature File set in Outlook...if not please skip to Step #7

5. Under Select Signature to Edit: Highlight the file name then click delete

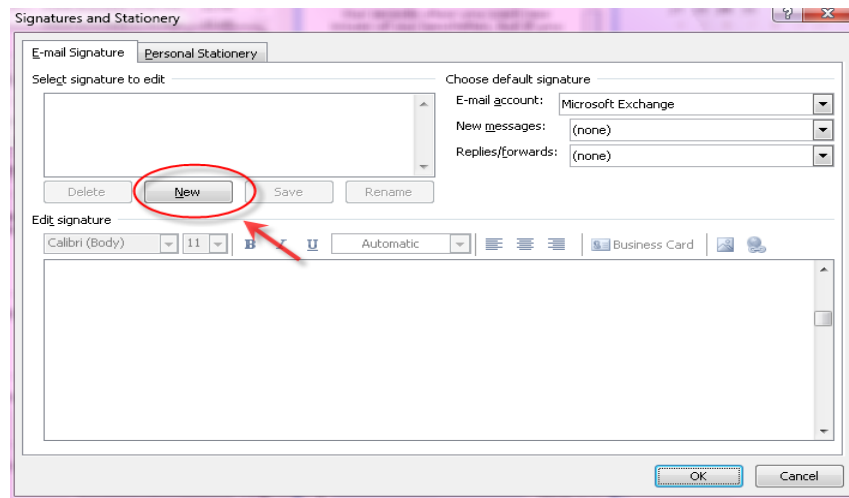


6. Click Yes

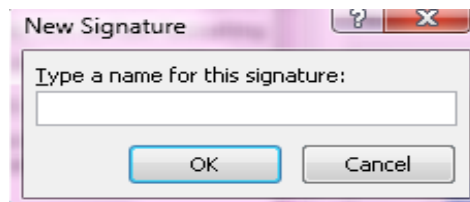


Creating a New Signature File:

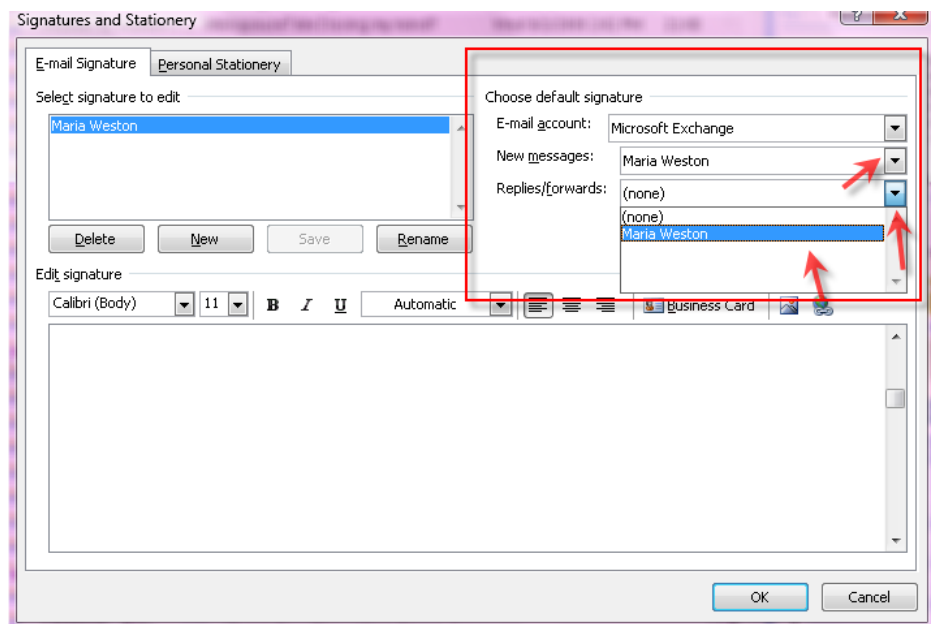
7. Click New



8. Enter a name for the Signature and Click ok

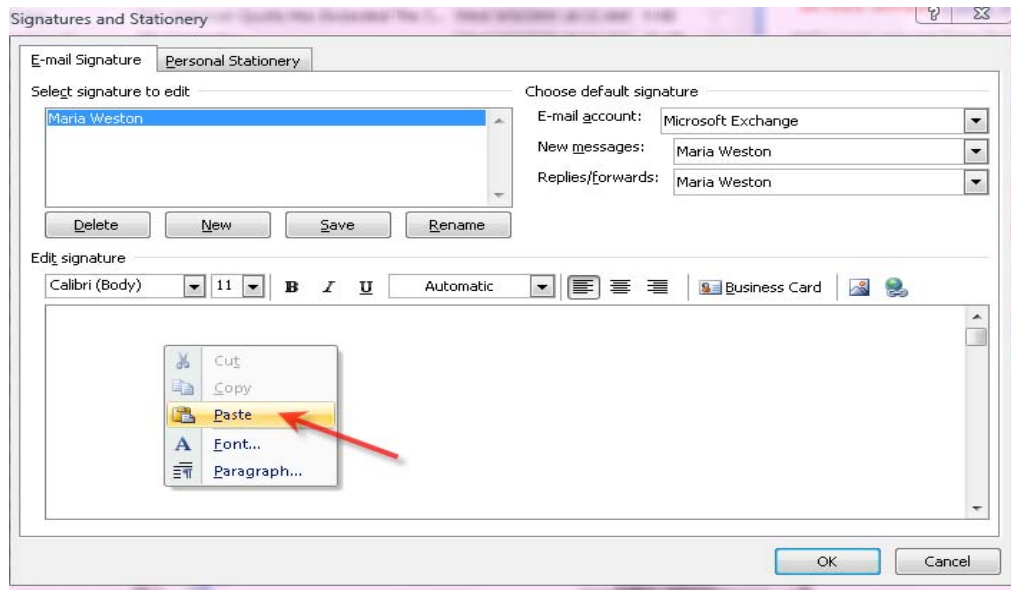


9. Under Choose Default Signature on the right, Click the drop down arrow next to the (none) in New Messages and choose the name you named the file. Do the same for the Replies/Forwards box



Copying the New Signature File into Outlook:

10. In the blank Edit Signature box, right click and choose Paste



11. After you paste the new signature file, you need to edit the following fields:
(To edit the fields, just highlight the text and type over it)

First and Last name

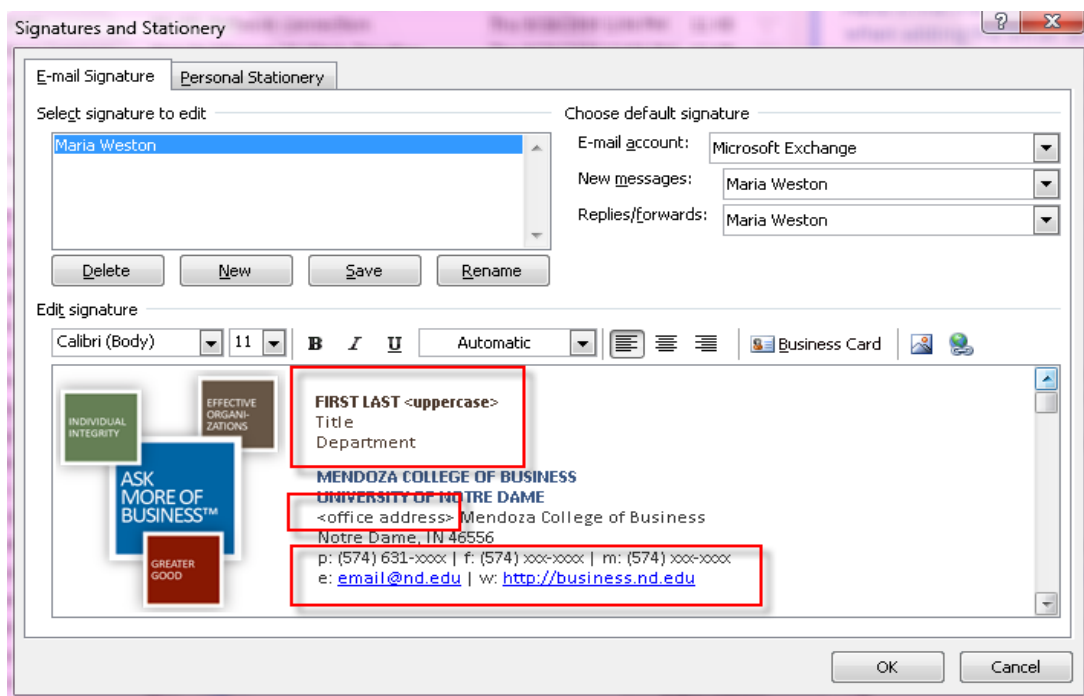
Title


Department

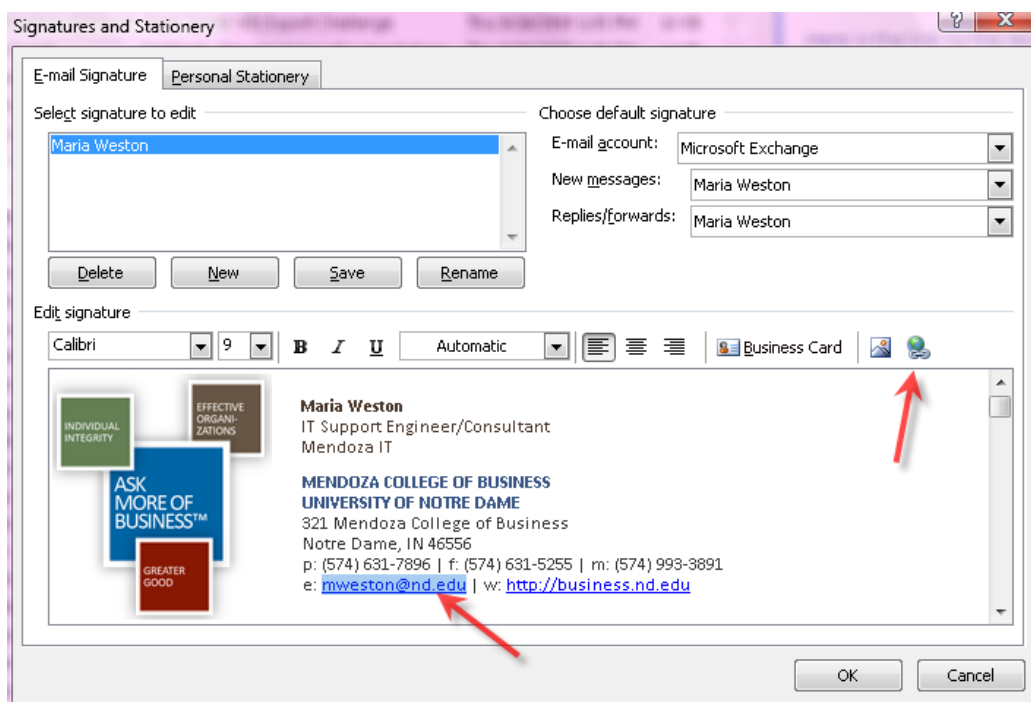
Office Address

Phone Numbers (If you would like to remove any of these phone numbers, just highlight it and delete it)

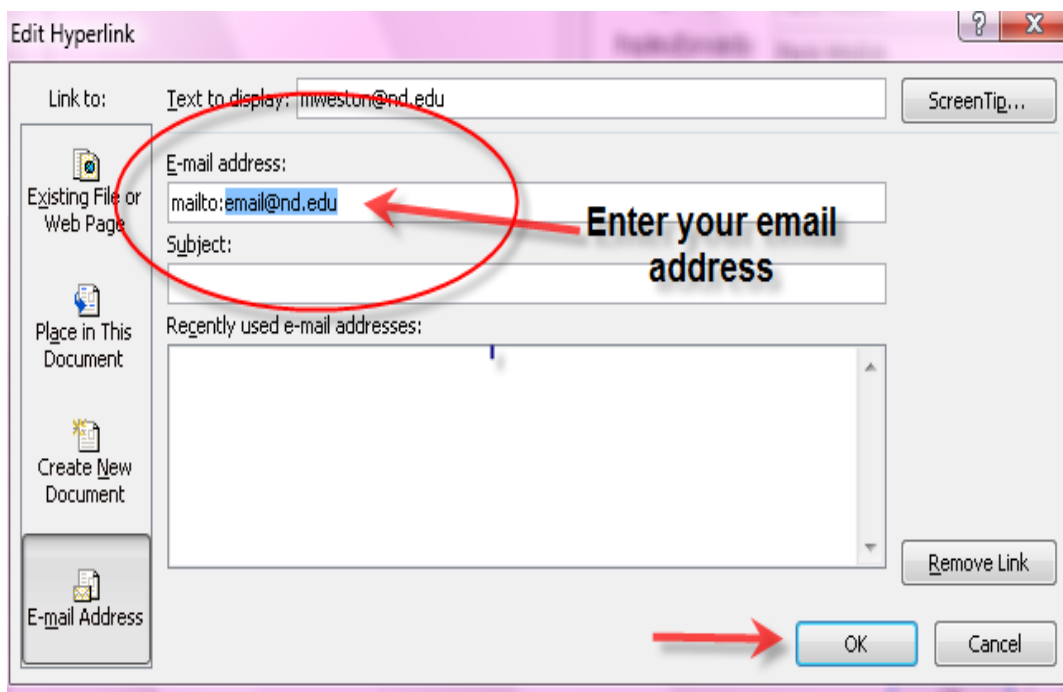
Email Address



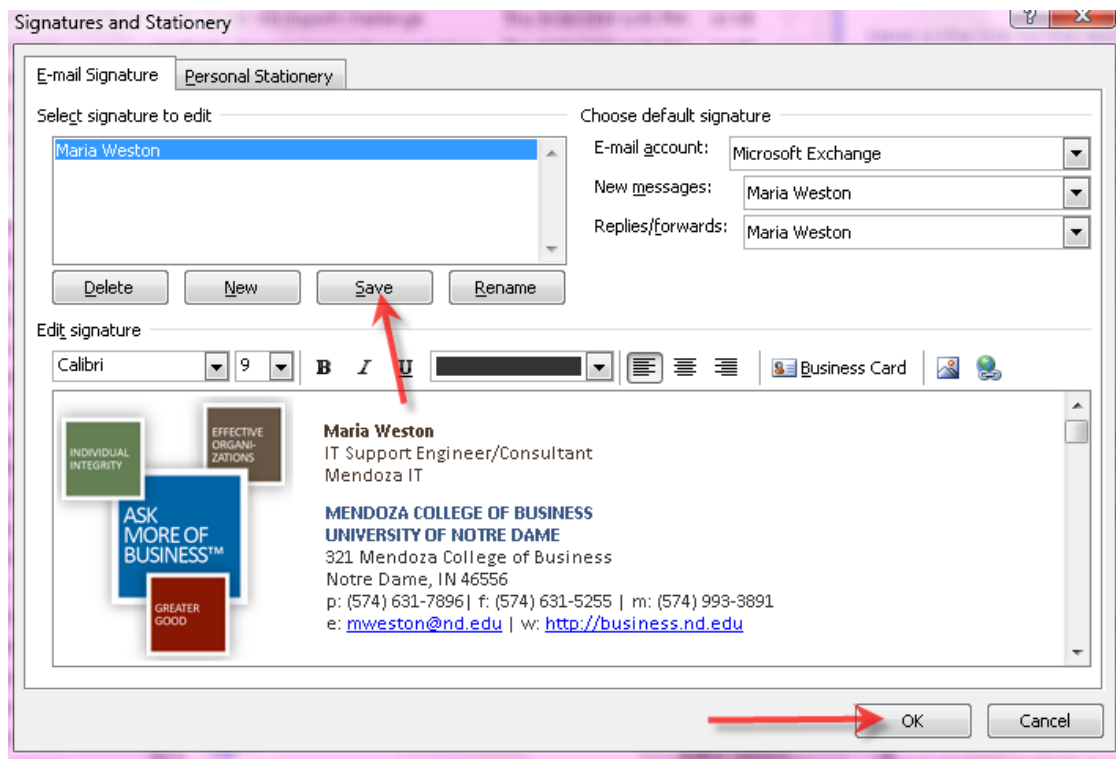
12. Highlight the email address then click the link button  on the right side of the screen



13. In the E-mail Address Box, Highlight the text after mailto: and enter your email address and click OK



14. Click Save then click OK



15. Click OK in the Options box

