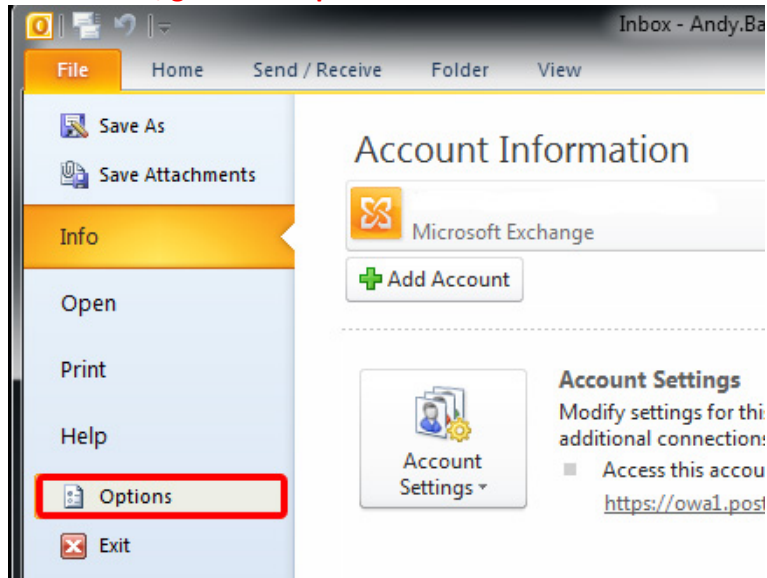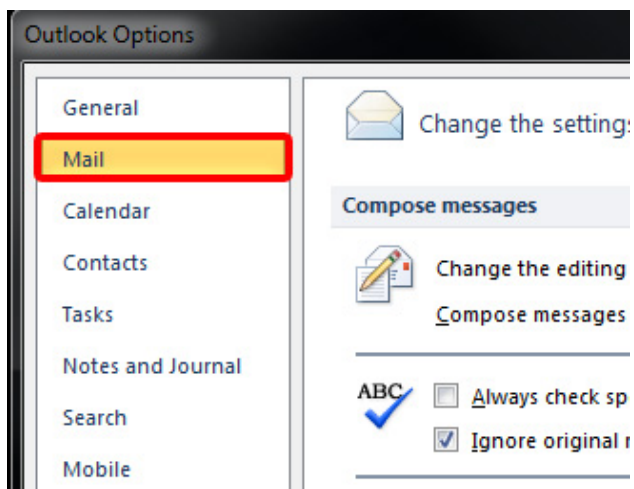# How to Add Signatures in Outlook 2010
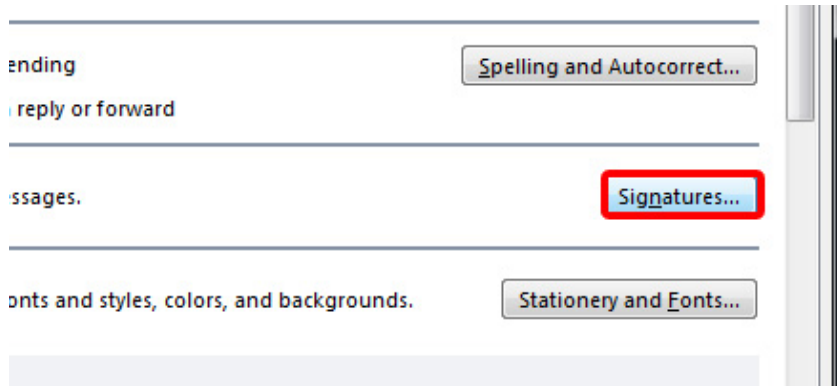
1. **On the menu, go Files > Options.**
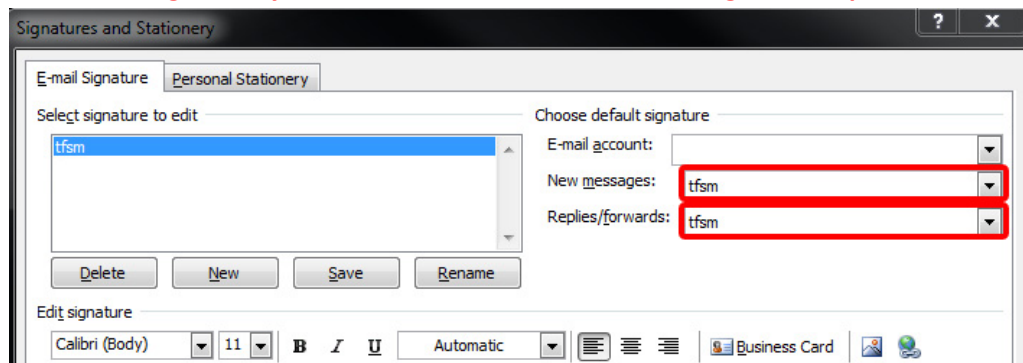

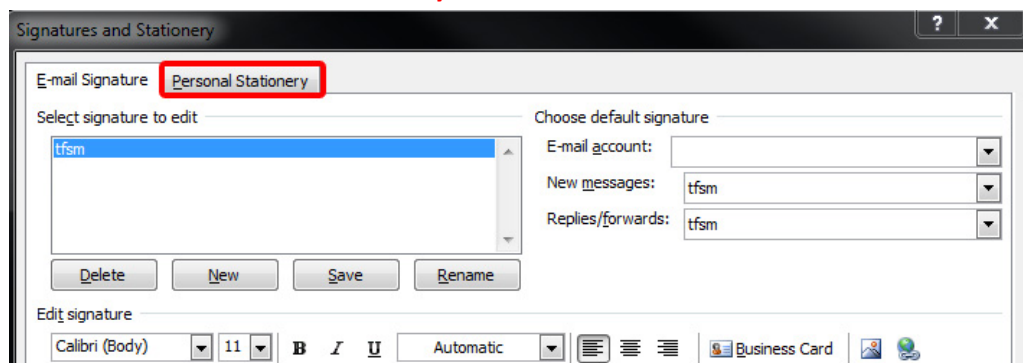2. **Click the Mail tab**

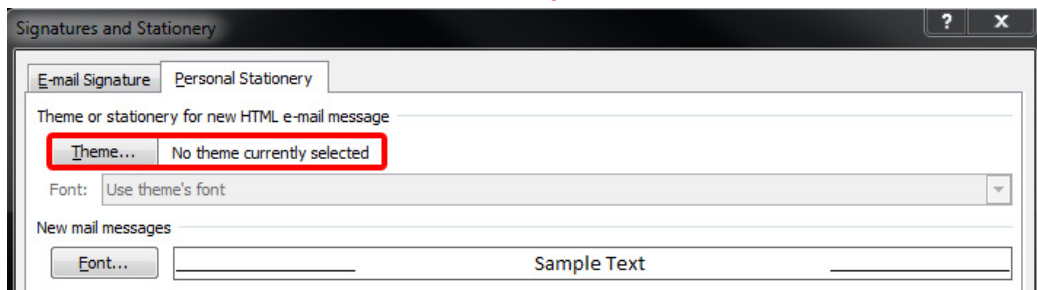3. **Click the Signatures button**

4. **Choose the signature you have downloaded for new messages and replies/forwards**

5. **Click over to the Personal Stationary tab**

6. **Make sure that Theme is "No theme currently selected"**

7. **Click Ok**