



14 July 2022

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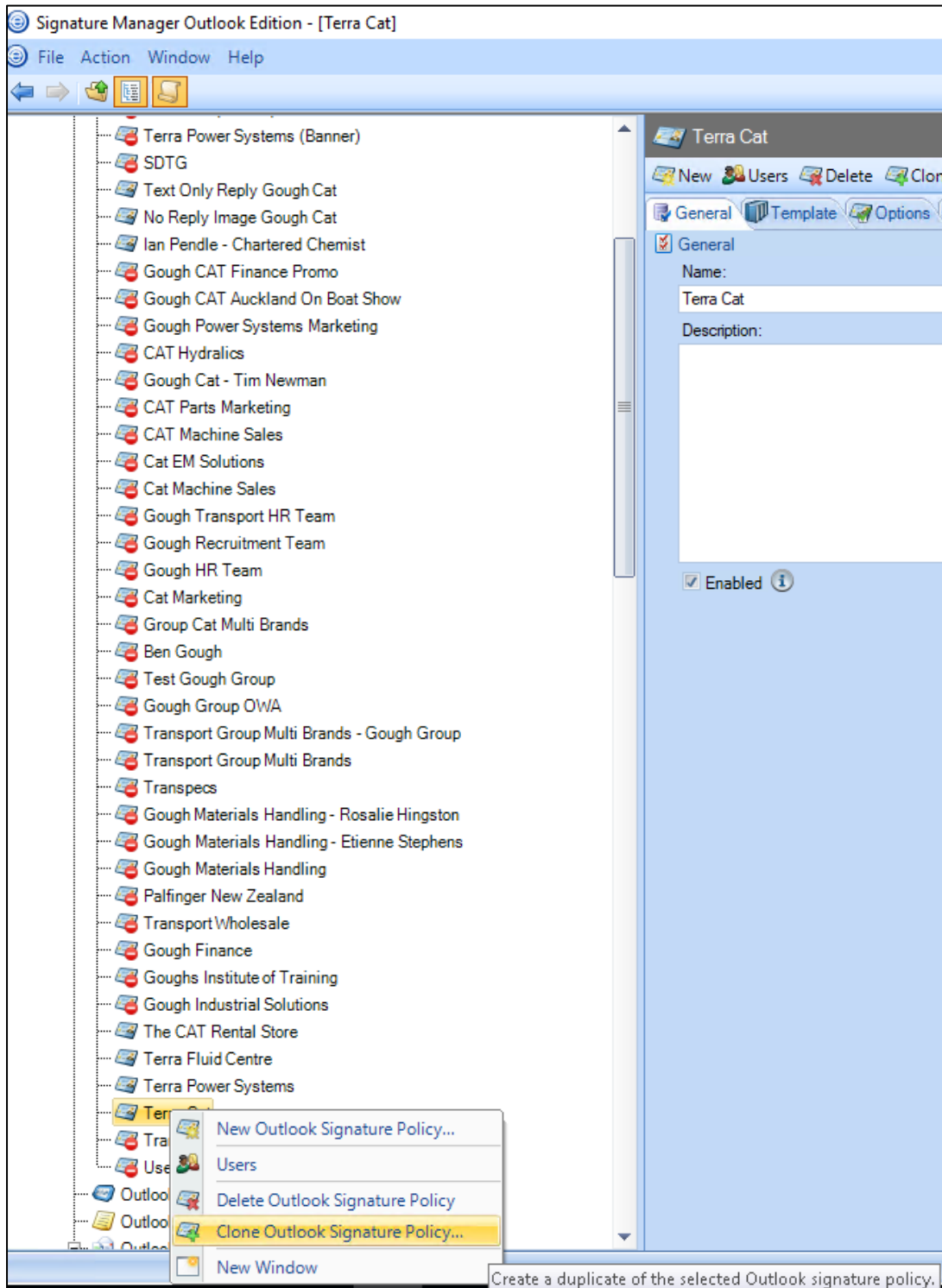
# Creating new signature templates

**Terra Industrial New Zealand Ltd**

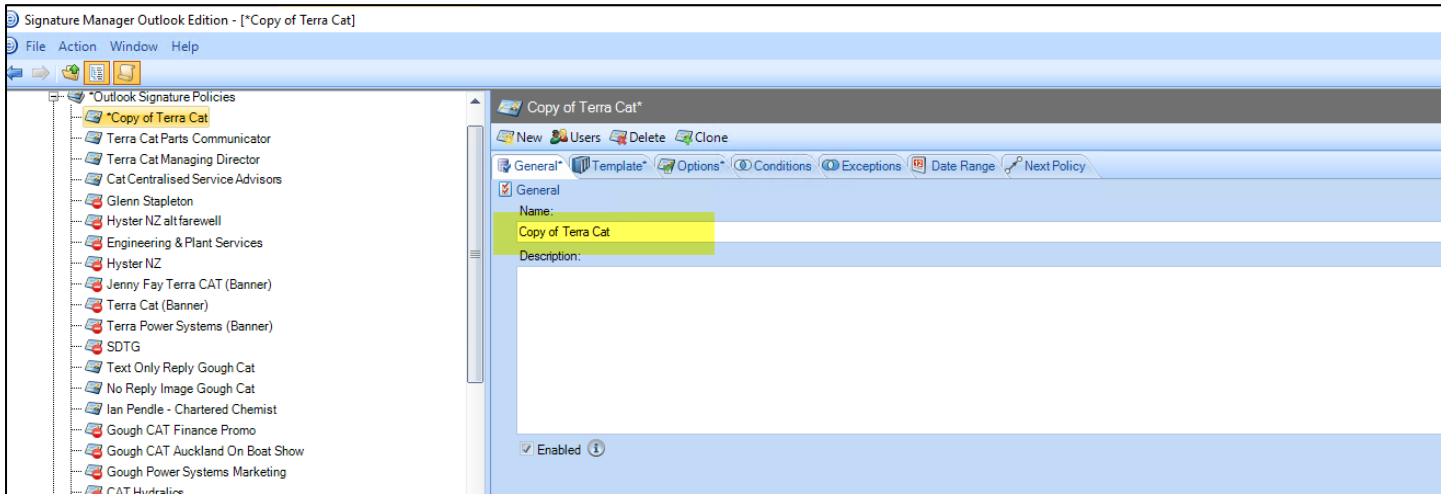
PO Box 16 168  
16 Branston Street, Hornby  
Christchurch 8441, New Zealand  
03 983 2333 Tel  
[www.TerraCat.co.nz](http://www.TerraCat.co.nz)

Preferably create an AD group first

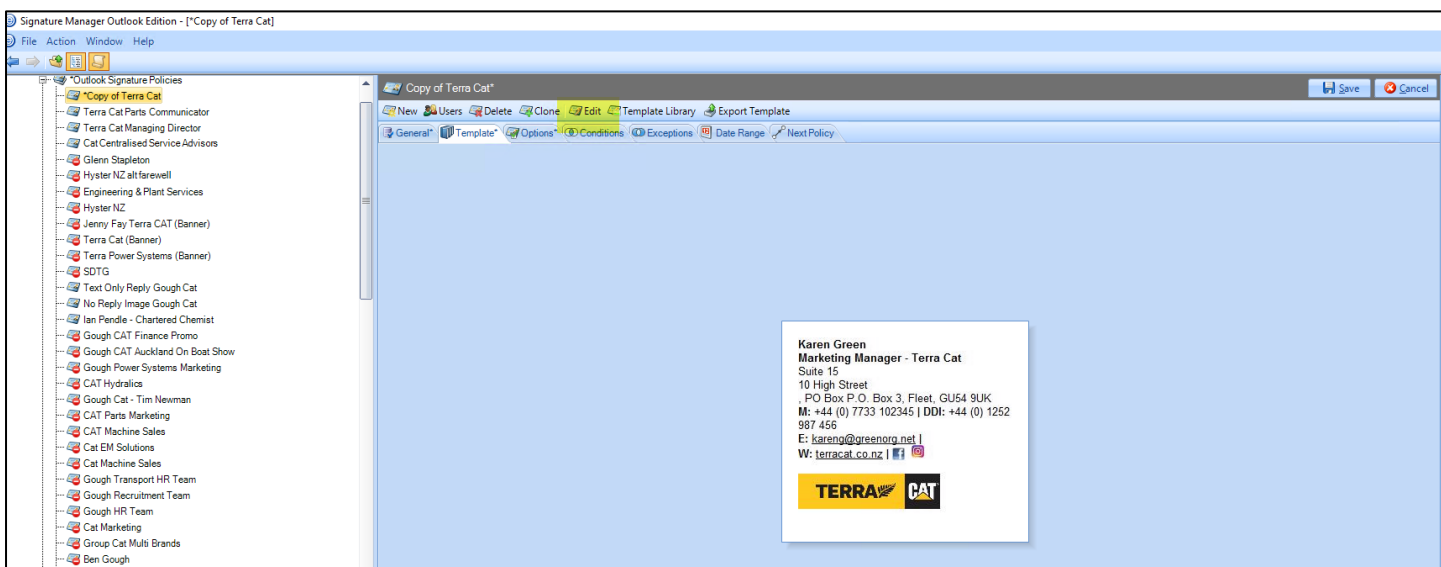
1. Clone one that is already there

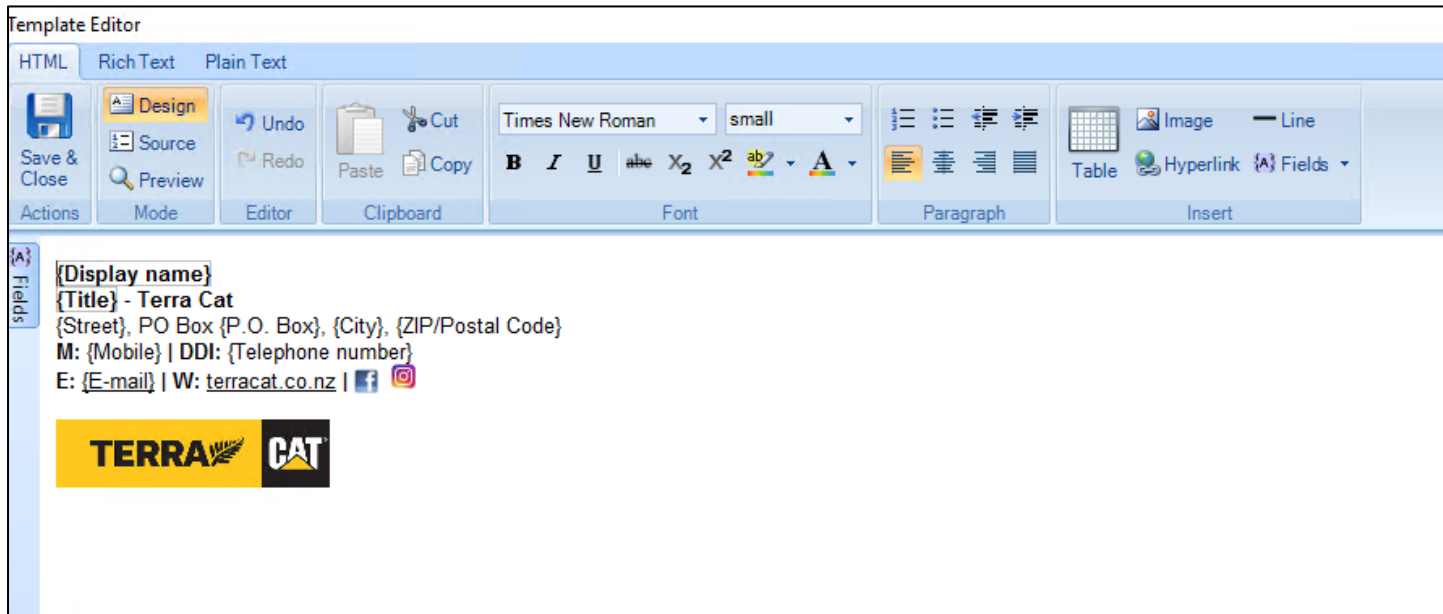


## 2. Rename it in the **general** tab

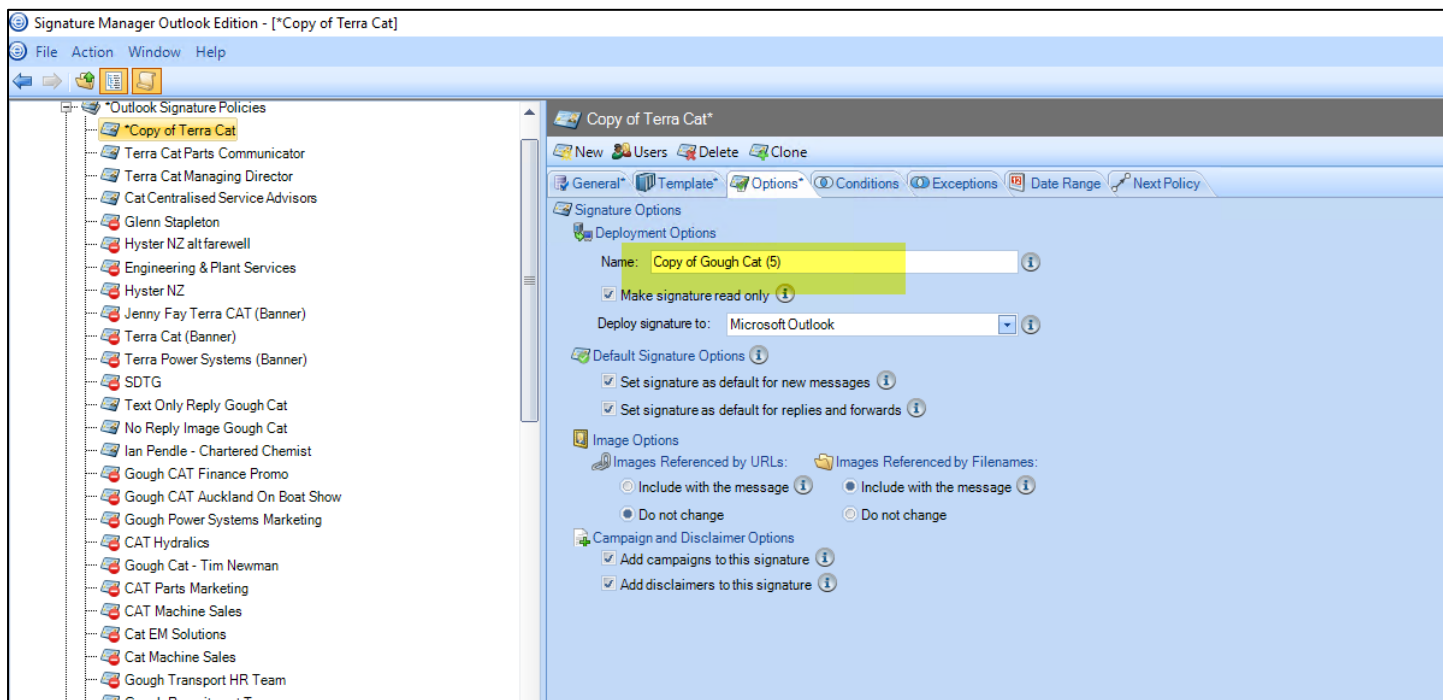


## 3. Click **edit** to change the template – in all 3 tabs (HTML, Rich Text, Plain Text)

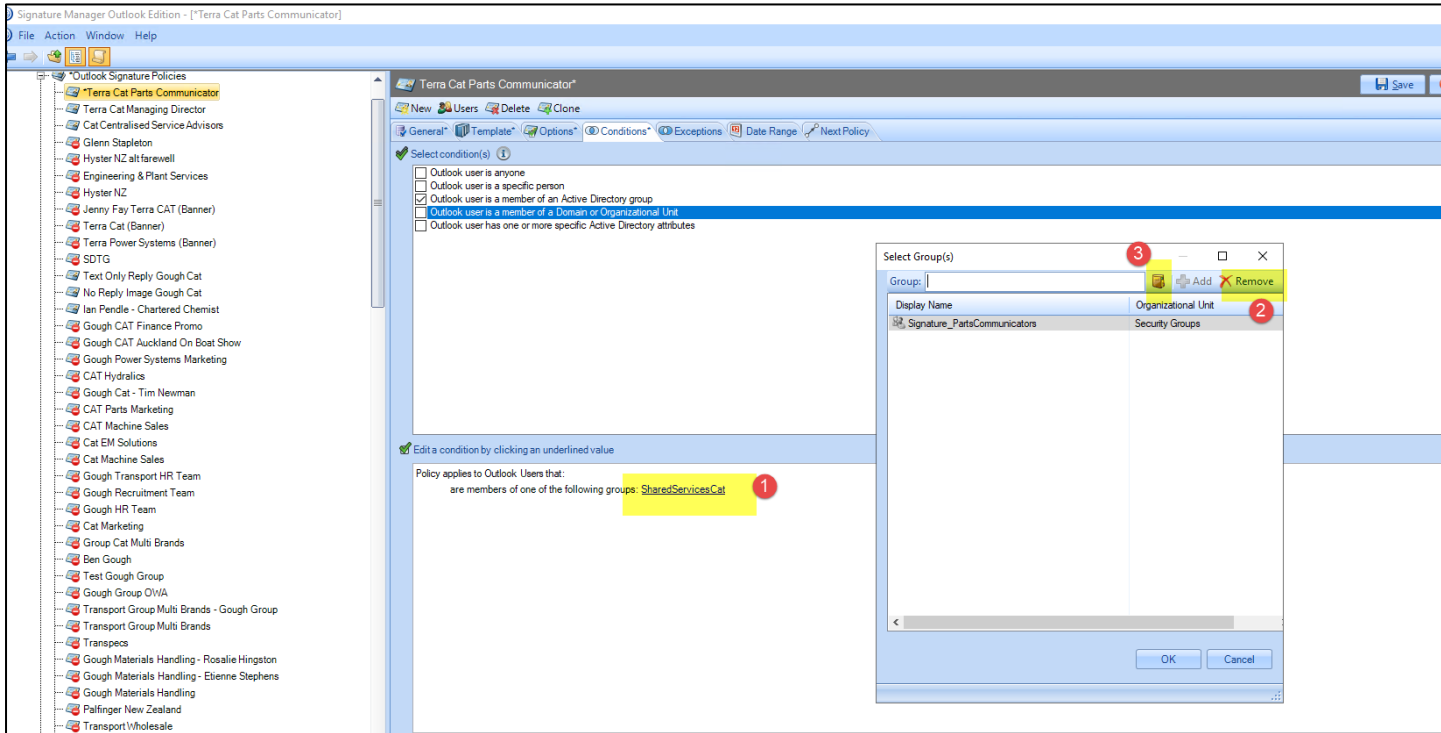




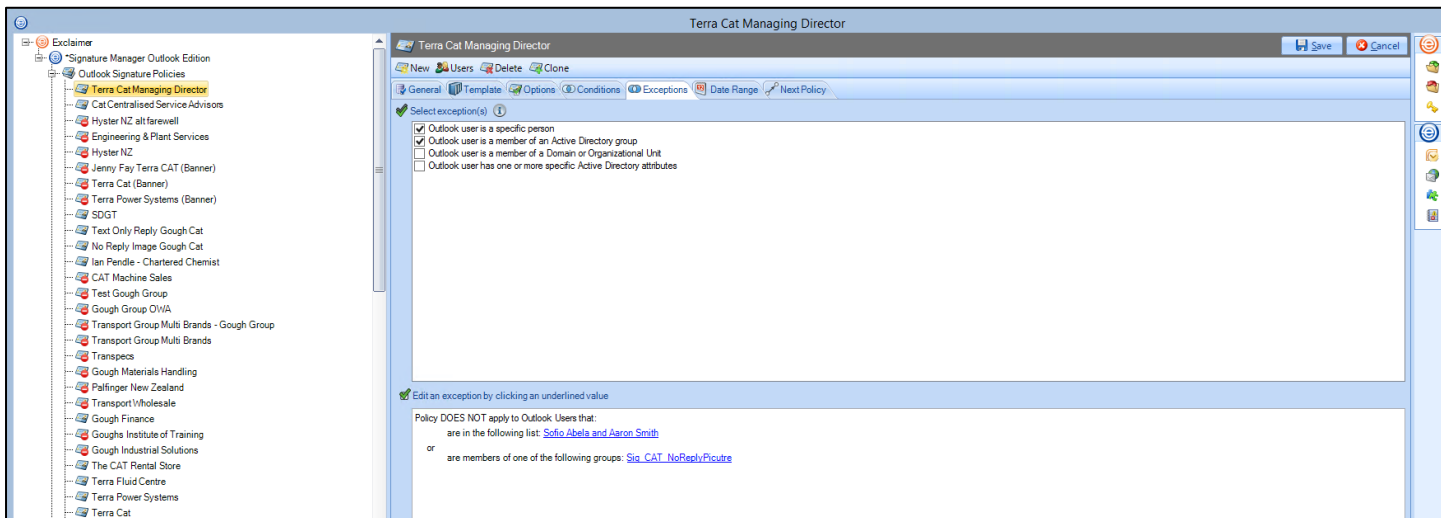
#### 4. Rename again in the **options** tab



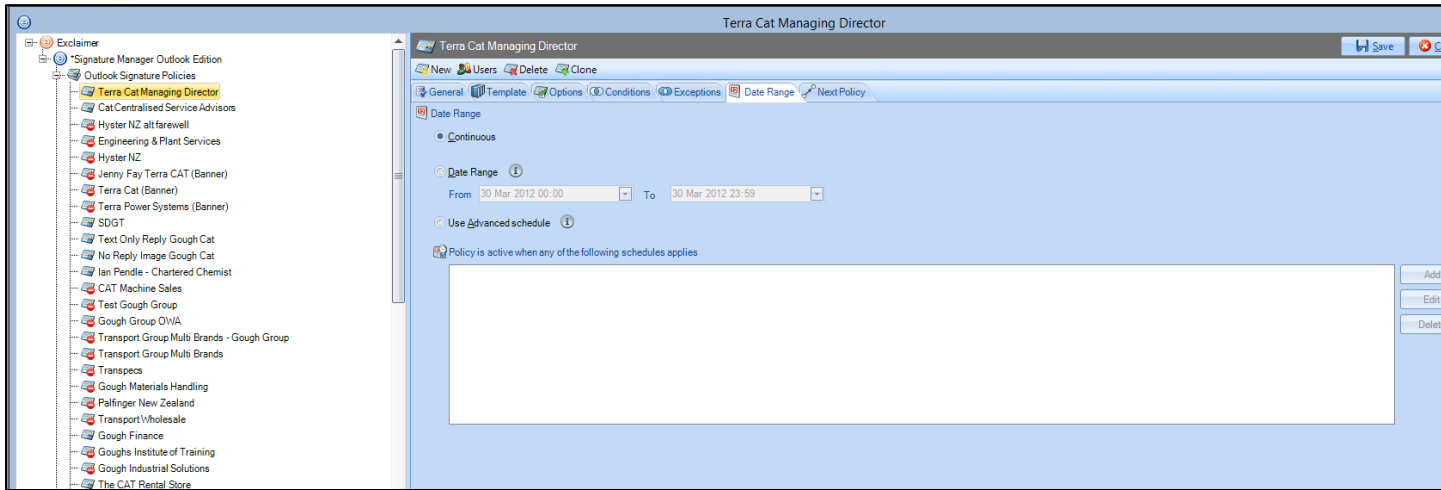
5. Untick the **outlook user is a member of a domain or organizational unit**
6. Select the current policy group to change it to the AD group you created



7. The **exceptions** tab should look something like this with the first 2 boxes ticked



## 8. No need to change anything on the **date range** tab



## 9. Change the first policy rule to **don't process any more outlook signature policies**

