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**Creating new signature templates**

Preferably create an AD group first

1. Clone one that is already there

Graphical user interface, application, Word

Description automatically generated

1. Rename it in the **general** tab

Graphical user interface, application, Word

Description automatically generated

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

Graphical user interface, text, application

Description automatically generated

Graphical user interface, application, Word

Description automatically generated

1. Rename again in the **options** tab

A picture containing application

Description automatically generated

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

Graphical user interface, text, application

Description automatically generated

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

Graphical user interface, text, application

Description automatically generated

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

Graphical user interface, application, Word

Description automatically generated

1. Change the first policy rule to **don’t process any more outlook signature policies**

Graphical user interface, text, application, email

Description automatically generated