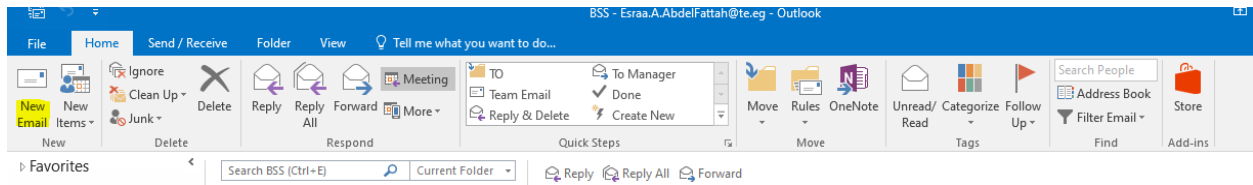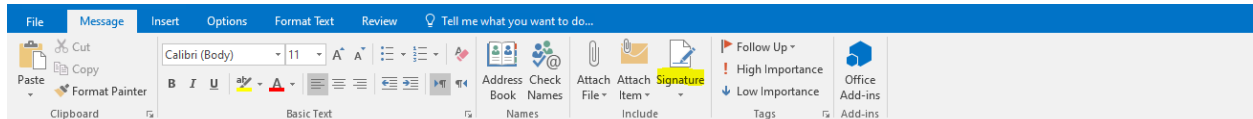1- From outlook → select new mail

2- Select signature → signatures

3- Copy any signature and paste in this area .