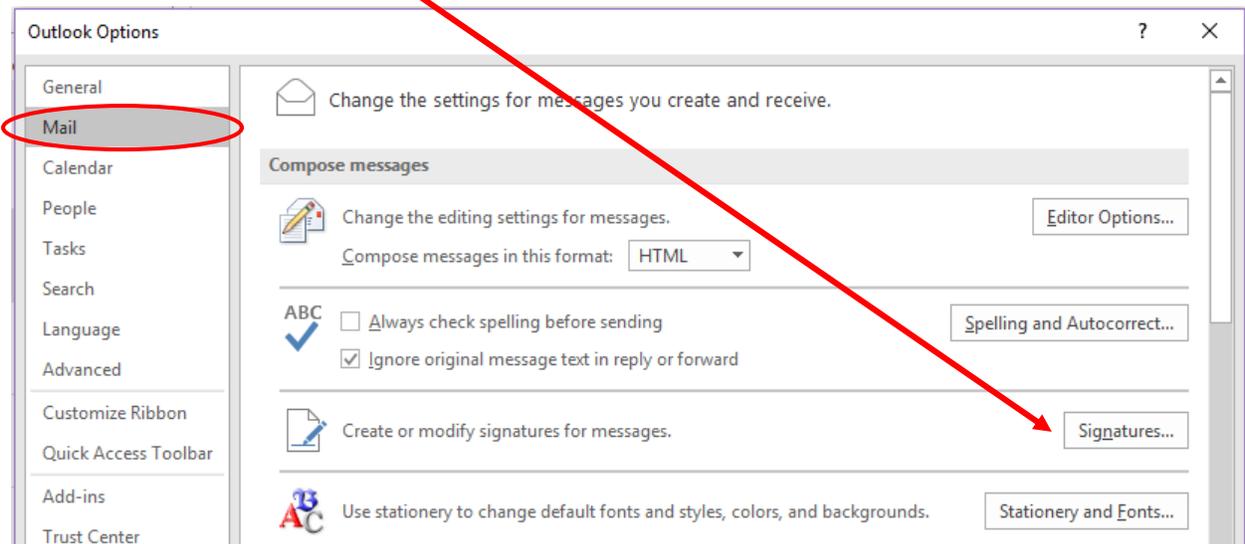
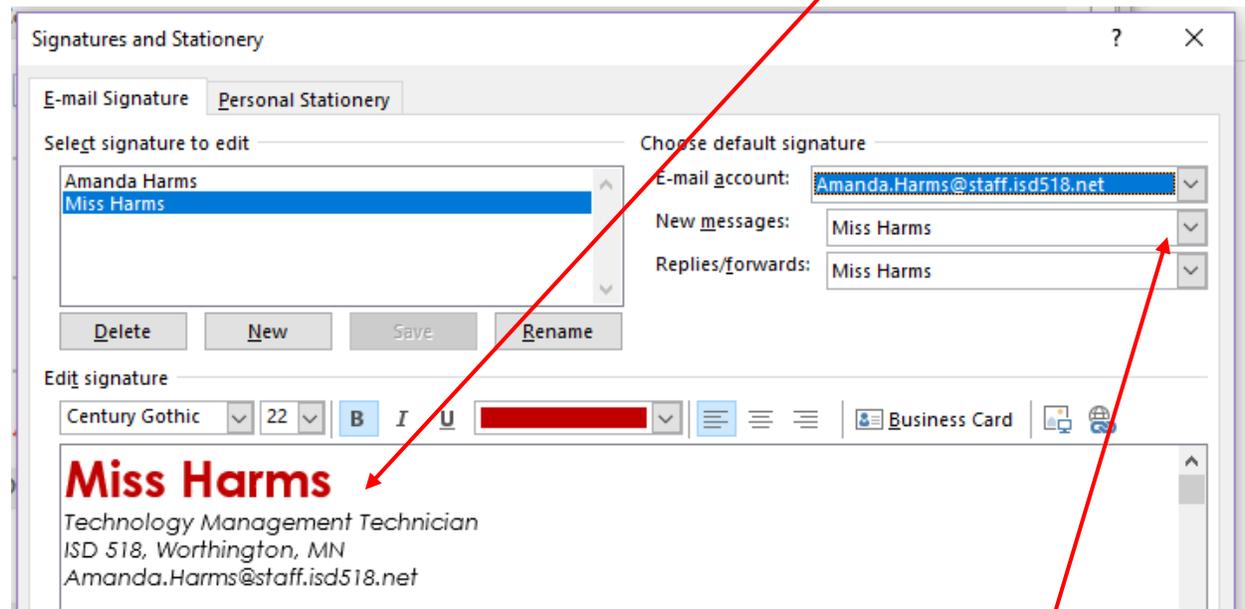


Open Outlook

File->Options->Mail->Signatures



Click on New->Type in a name for your signature->In the Edit Signature Box, type your signature as you would like it to appear on your email



When finished, choose the default signature and if you want it to appear on New messages and replies/forwards by selecting the name of your signature from the dropdown box.

Select Save