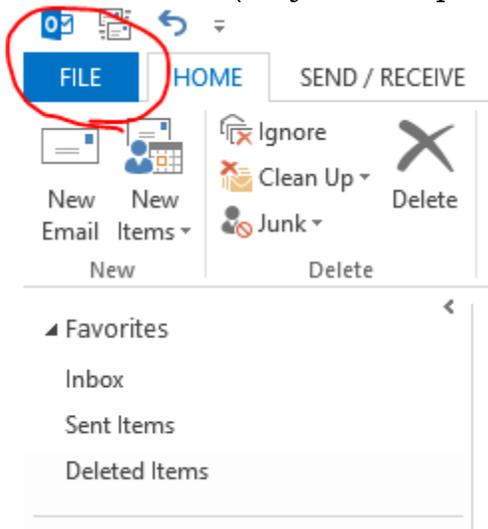
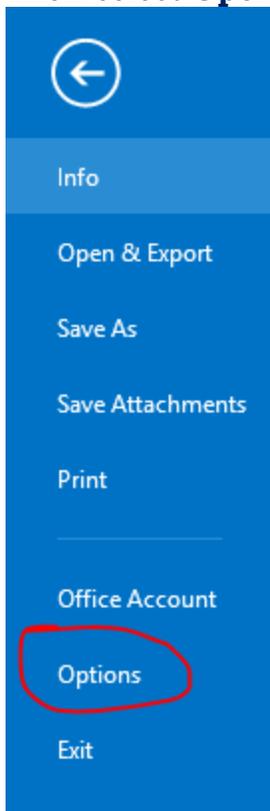


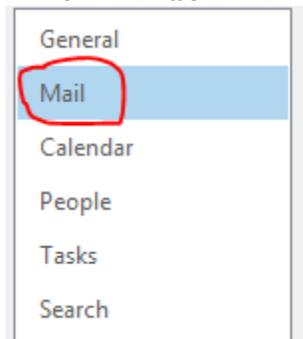
From Outlook (on your computer), select **File**:



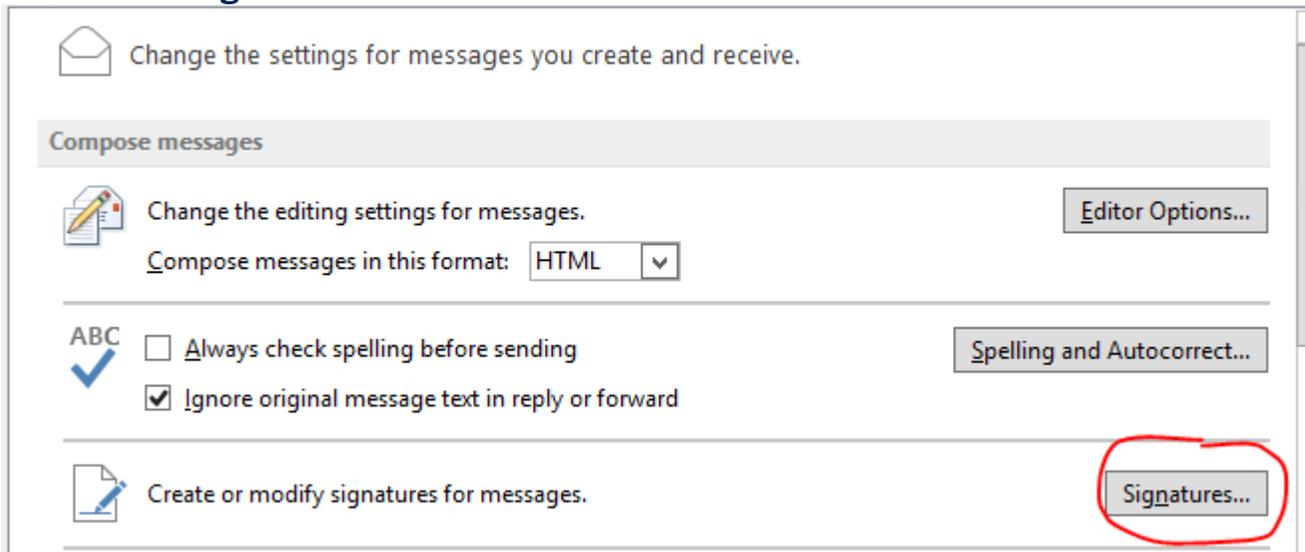
Then select **Options**:



A new window will open – select **Mail**:



Then select **Signatures**:



A new window will open again and you will see your current signature. If you don't currently have a signature set up, please do so.

Be sure to also select this signature for forwards and replies so that your signature shows up on ALL e-mails.

After you've completed all these steps, select **"Ok"** at the bottom and voila! All done! 😊