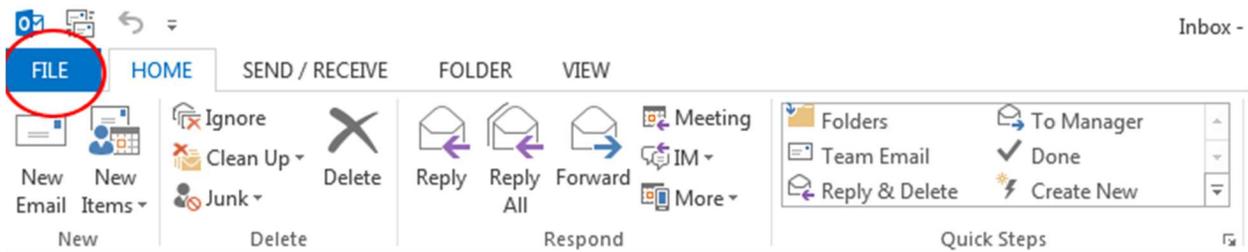
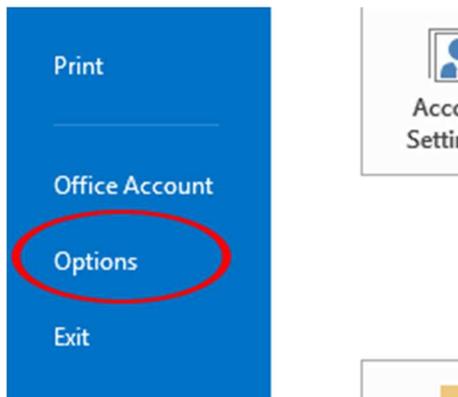


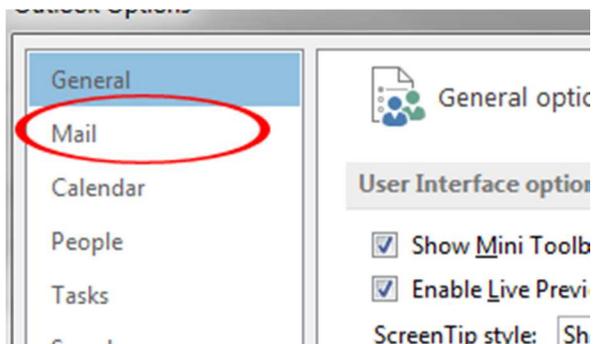
Step 1: In Outlook click FILE from the top left of the ribbon.



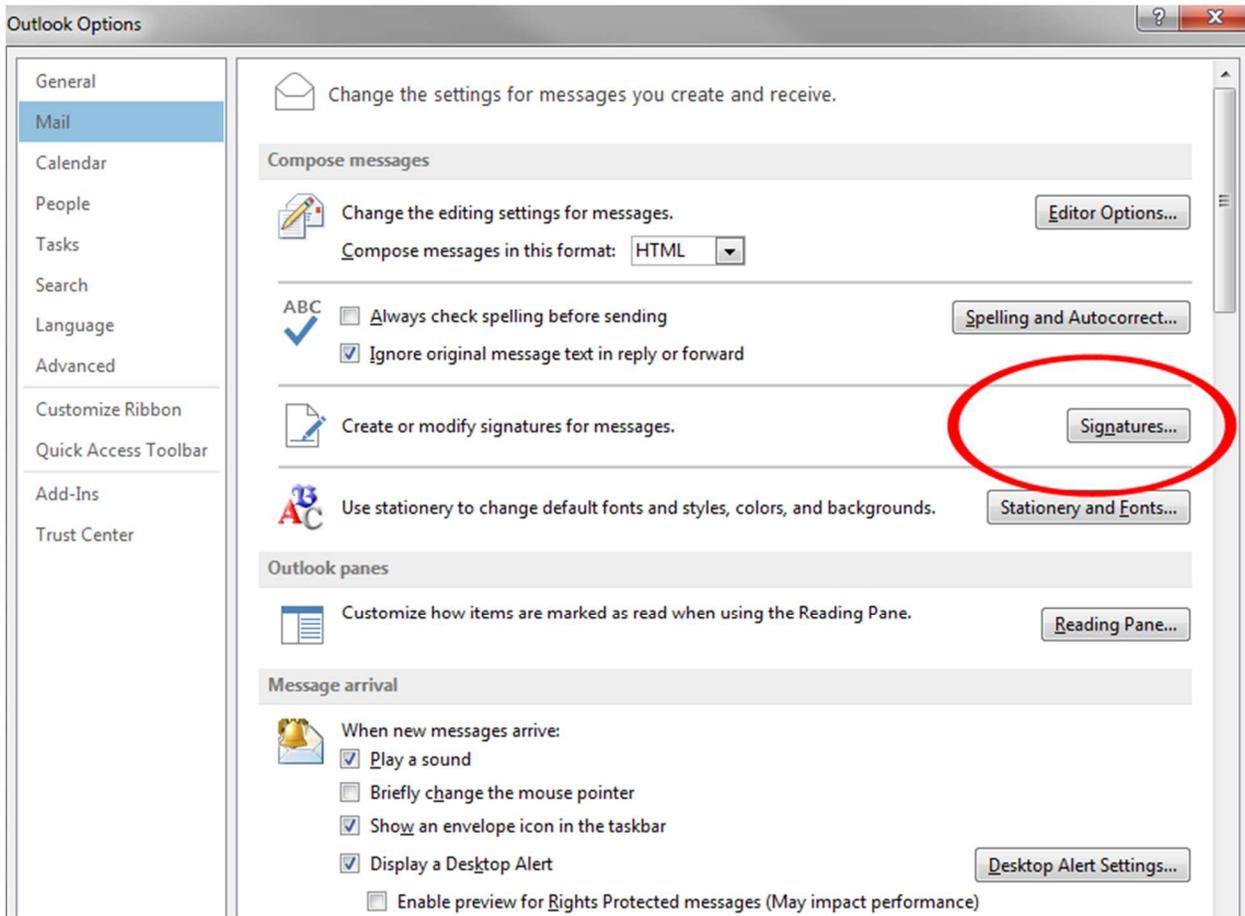
Step 2: Click the Options link in the left navigation.



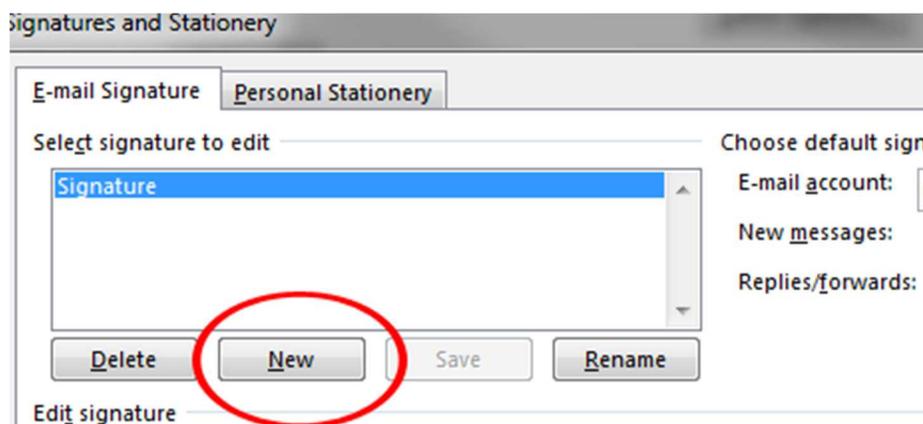
Step 3: Click the Mail link in the left navigation of the new pop up menu.



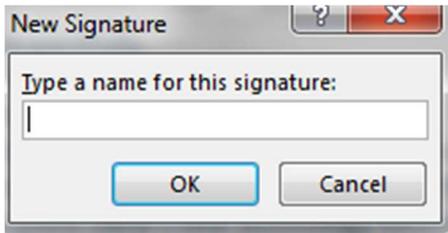
Step 4: Click Signatures on the right of the pop up menu.



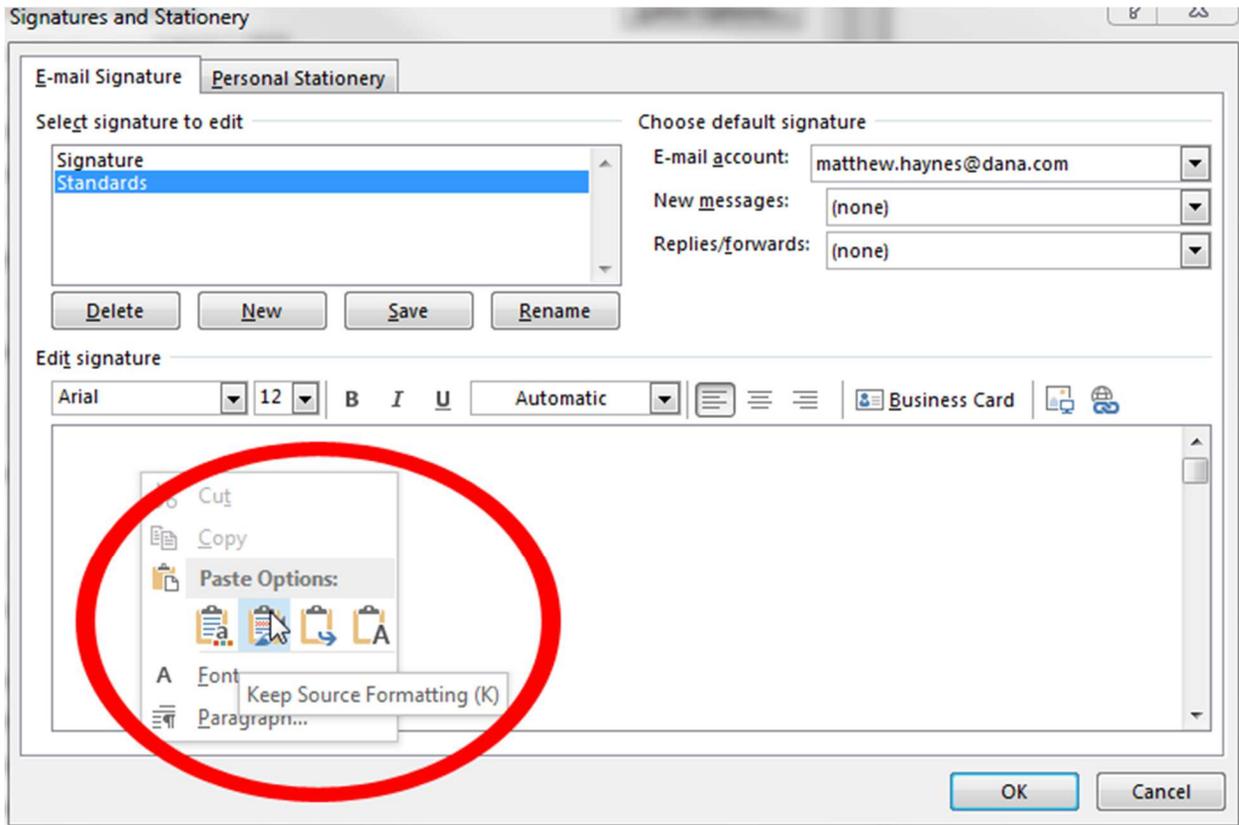
Step 5: Click the New button on the Signatures and Stationery pop up.



Step 6: Name your new signature.



Step 7: Copy your signature template and right click into the signature area selecting the Keep Source Formatting option.



Step 8: On the top right of the Signatures and Stationery pop up menu select your newly made signature from the dropdown menus for New messages: and Replies/forwards. Then click OK.

