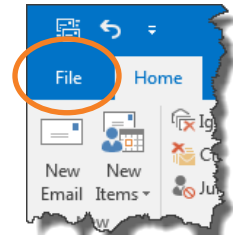


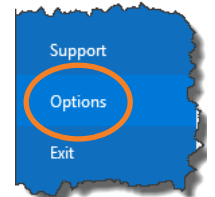


# Outlook Desktop Client: Email Signature

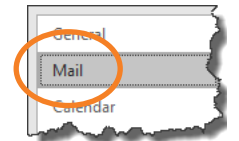
1. Click **File**.



2. Click **Options**.



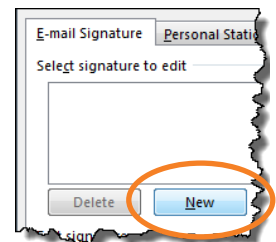
3. Click **Mail**.

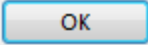


4. Click **Signatures**.



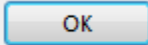
5. Click **New**.



6. Enter name and click  .

7. Create and modify email signature.



8. Select default signature settings and click  .

