A black background with white text

Description automatically generatedOUTLOOK - EMAIL SIGNATURE

The following instructions outline how to create email signature on Outlook.

* On the main outlook screen click **File Menu** and then **Options**
* Click on the **Mail** tab and then on **Signatures**.
* Create a New Signature and click “**Ok**”.
* From the **Mail Format Screen** choose the signature name in signature Section.