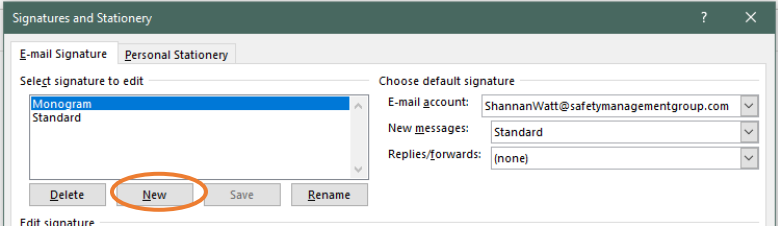
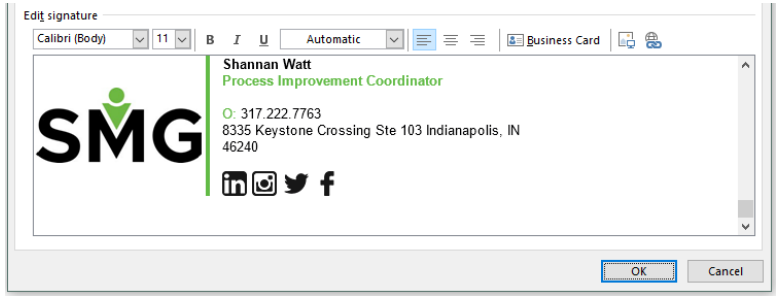
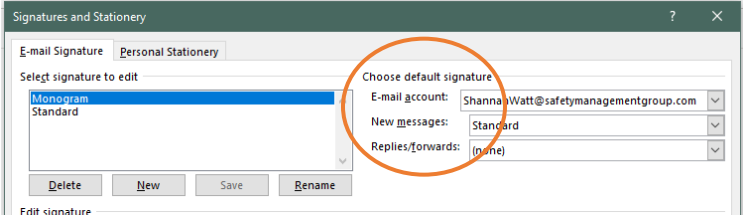


# Creating an Outlook Signature

Step	Action	Notes
1	Open the email signature template in <b>Word</b>	
2	Customize the following: <ul style="list-style-type: none"> <li>✓ Name, certification (i.e. Joe Smith, CSP)</li> <li>✓ Contact phone number(s)</li> </ul>	<ul style="list-style-type: none"> <li>💡 To maintain brand standards, only the fields listed should be changed.</li> <li>💡 No new fields should be added</li> <li>💡 Color and font style should not be changed</li> </ul> <p><b>If you have questions, please contact your Team Admin</b></p>
3	Copy your new signature	💡 Press <b>Ctrl A</b> to select the signature then <b>Ctrl C</b> to copy
4	Open a new email in <b>Outlook</b>	
5	In the <b>Message</b> ribbon, select <b>Signature\Signatures</b>	
6	Under <b>Select signature to edit</b> , click <b>New</b>	
		
7	In the <b>New signature</b> popup, name your new signature	
8	In the <b>Edit signature</b> box, paste your customized signature from the Word template	<ul style="list-style-type: none"> <li>💡 Right click and select <b>Keep Source Formatting</b></li> </ul> 
9	Under Choose default signature, do the following: <ol style="list-style-type: none"> <li>1. Verify your email account is selected</li> <li>2. Select what signature should be used for New messages and Replies/forwards</li> </ol>	
		
10	Click <b>OK</b>	