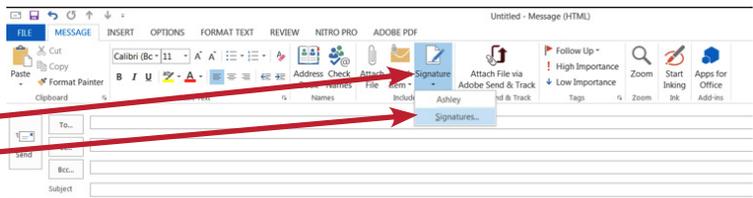


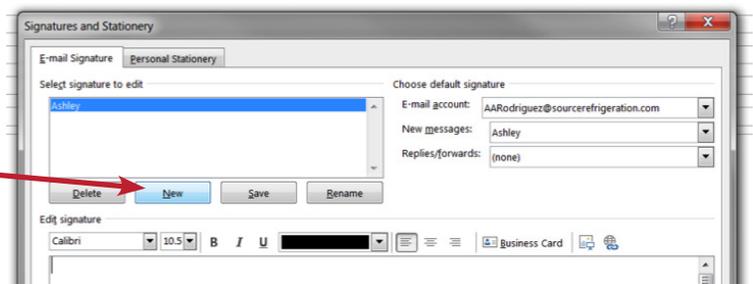
1. Select the entire new email signature block template (logo and contact info). Then press (CTRL +C) to copy.



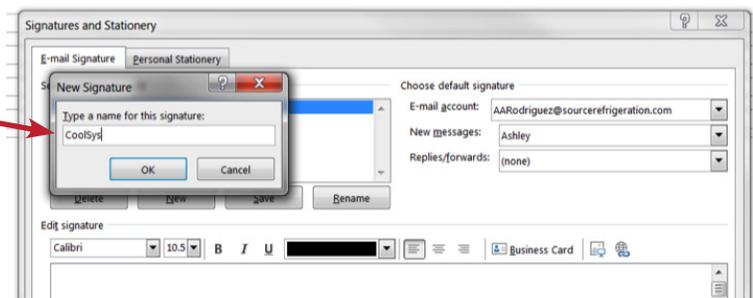
2. Open a new email message.
3. On Message tab, press Signature. Then select Signatures



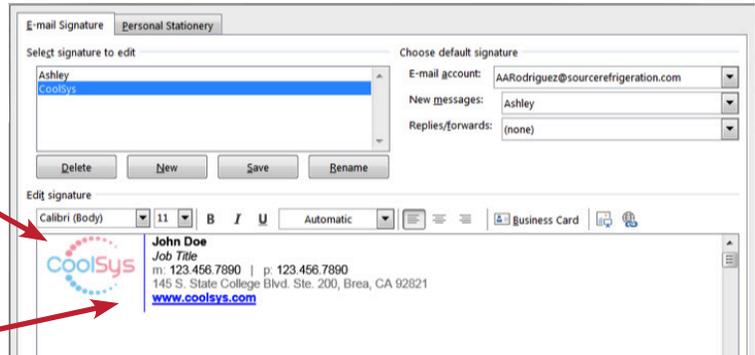
4. Under Select signature to edit, choose New.



5. In the New Signature dialog box, type a name for the signature. Then click OK.



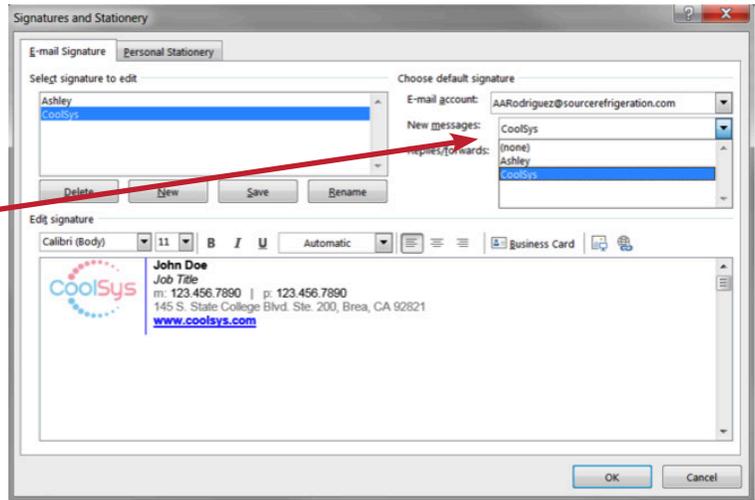
6. Under Edit signature, click inside the empty space. Press (CTRL + V) to paste new signature template.



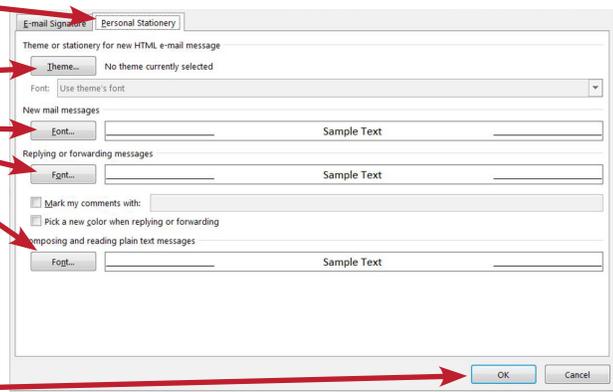
7. Replace the John Doe name, Job Title, and phone numbers with your information.

(Note: Per brand guidelines, do not change or modify font, size, color, logo, or add extra verbiage to email signature block).

8. Next, choose default signature by going to New message: click on drop down menu and select the name you gave your new signature.



9. Click on Personal Stationery tab. Set the following:
Theme: No them currently selected.
Font: Color must be set to black.



10. Click OK to close and save.

11. When you open a new email, the new signature should appear as the default email.