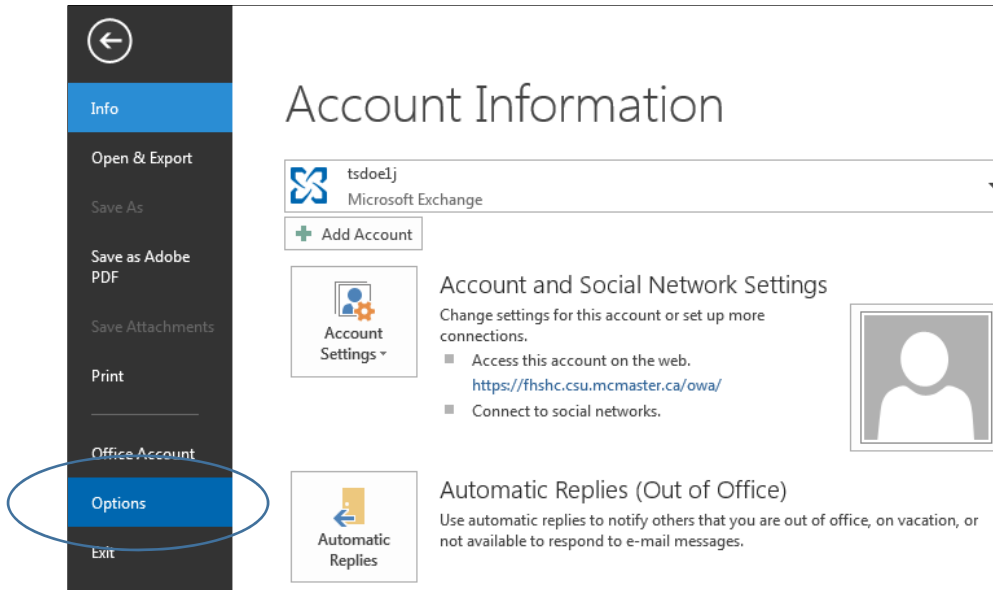
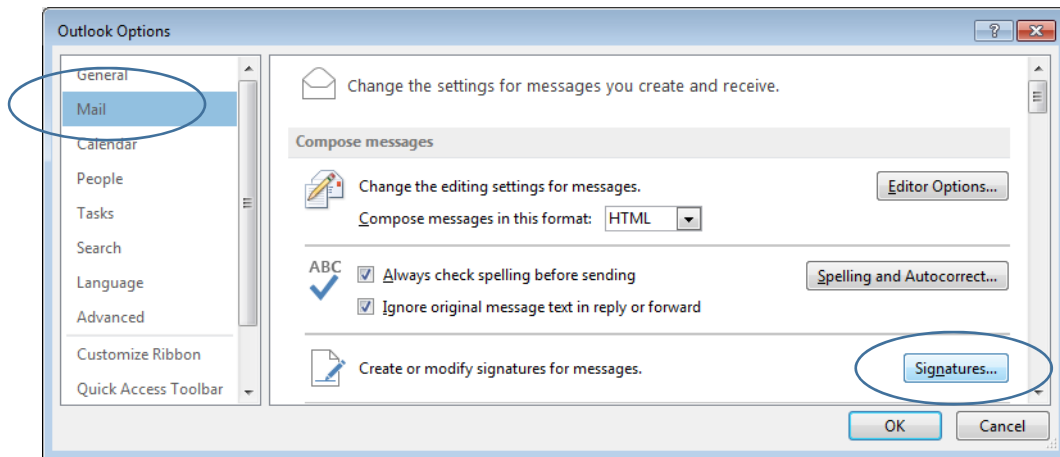


User Guide: Create Signature File in Outlook Client

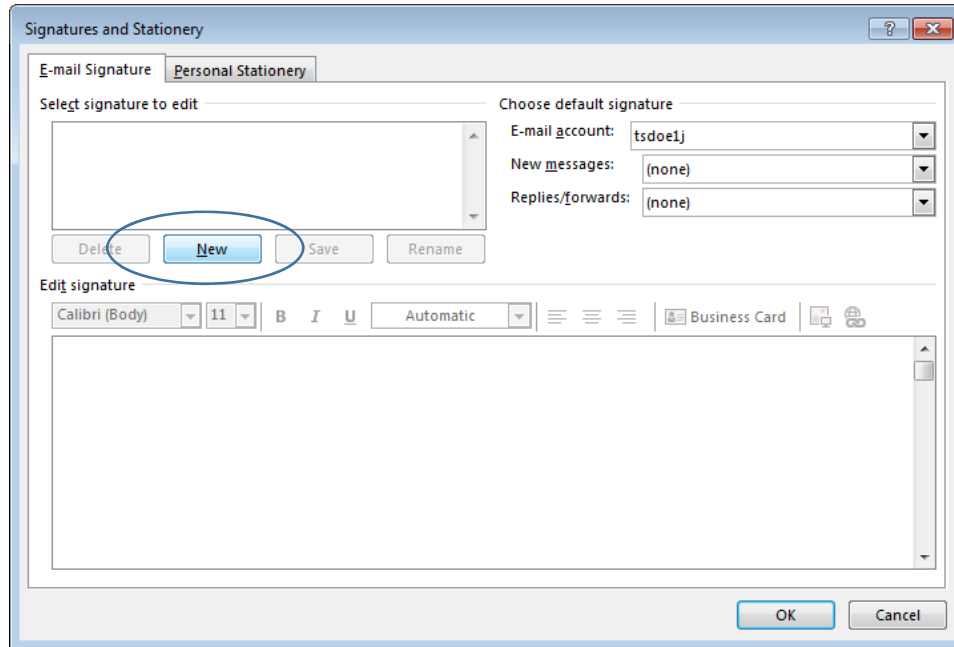
1. Open your account in **Outlook Client** and click on **File**.
2. Click on **Options**.



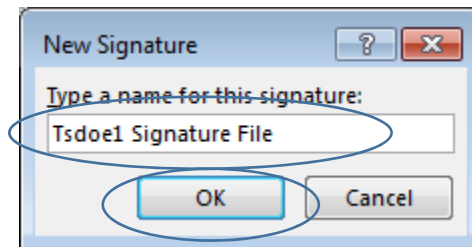
3. Click on **Mail**, and then click on **Signatures**.



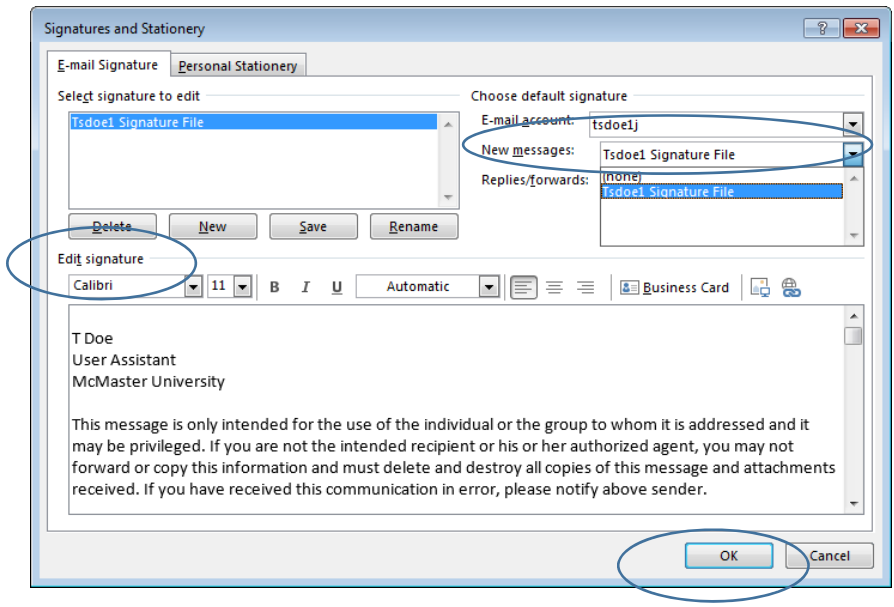
4. Click on **New**.



5. Enter a name in the signature name field and click on **Ok**.



6. In the **Edit Signature** box, enter your information for your signature file. Beside **New messages:** field, select the signature file to associate with all new emails. Click on **Ok**.



7. Click on **Ok**.

