From Outlook (on your computer), select **File**:



## Then select **Options**:



## A new window will open – select Mail:



## Then select **Signatures**:

$\bigcirc$	Change the settings for messages you create and receive.	
Compose messages		
1	Change the editing settings for messages. <u>C</u> ompose messages in this format: HTML v	Editor Options
ABC	<ul> <li><u>A</u>lways check spelling before sending</li> <li><b>I</b>gnore original message text in reply or forward</li> </ul>	Spelling and Autocorrect
	Create or modify signatures for messages.	Sig <u>n</u> atures

A new window will open again and you will see your current signature. If you don't currently have a signature set up, please do so.

Be sure to also select this signature for forwards and replies so that your signature shows up on ALL e-mails.

After you've completed all these steps, select "Ok" at the bottom and voila! All done!  $\odot$