

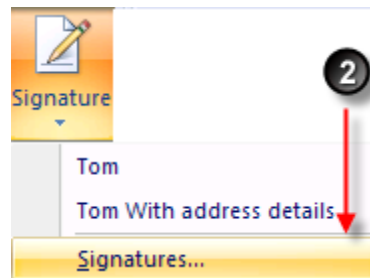
Microsoft Outlook – Creating AutoSignatures



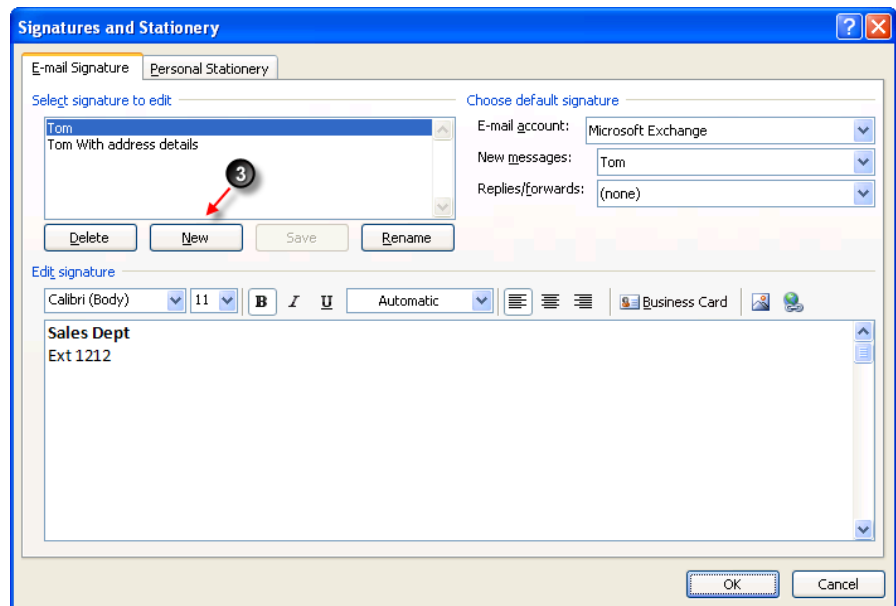
Creating AutoSignatures.

1. **Create** a new email message.

1. From the **Message** tab select **Signature**
→ **Signatures**



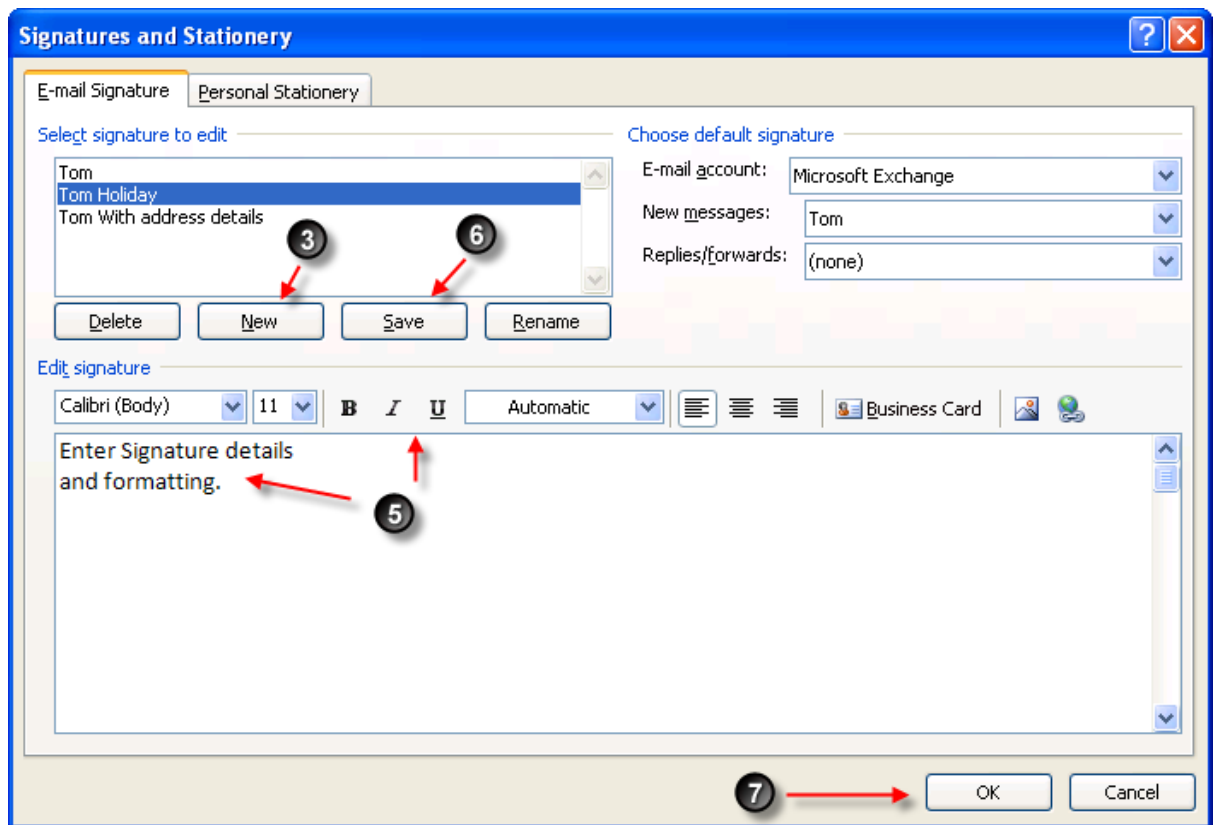
2. To create a new Signature click on the **New** Button.



3. **Enter** a name for the Signature.



Microsoft Outlook – Creating AutoSignatures



4. Enter the Signature details and any formatting required.
5. Click on **Save** button to store the details.
6. Closes the dialog box.