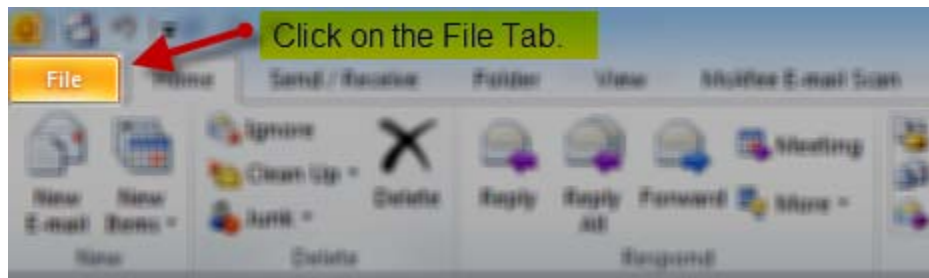


## Creating a signature in Outlook 2010

1. Click on File.



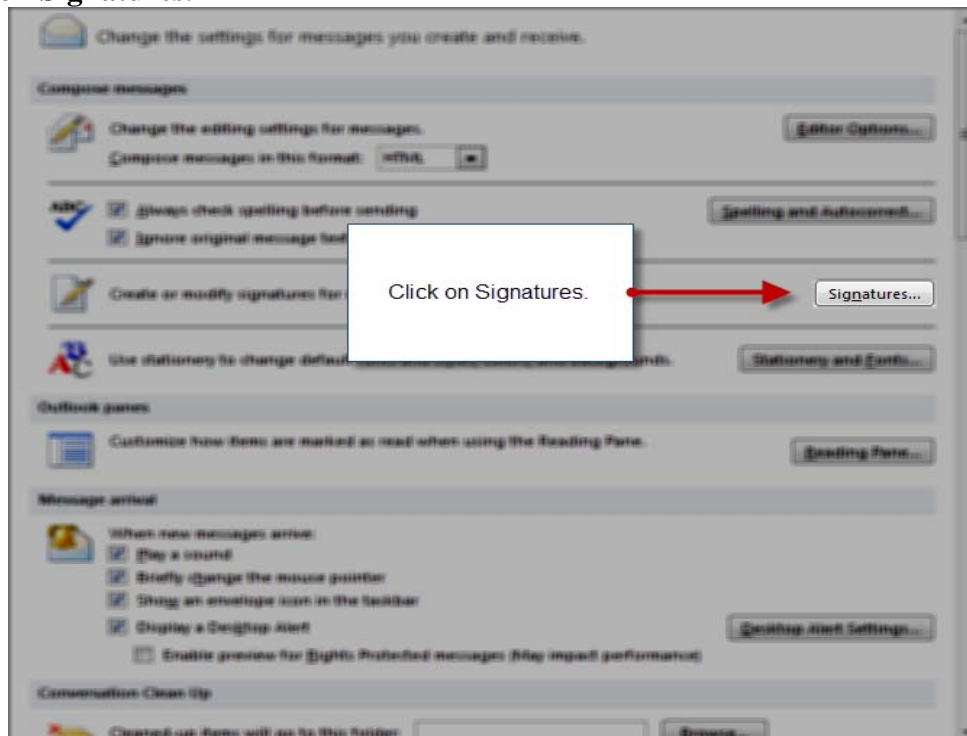
2. Click on Options.



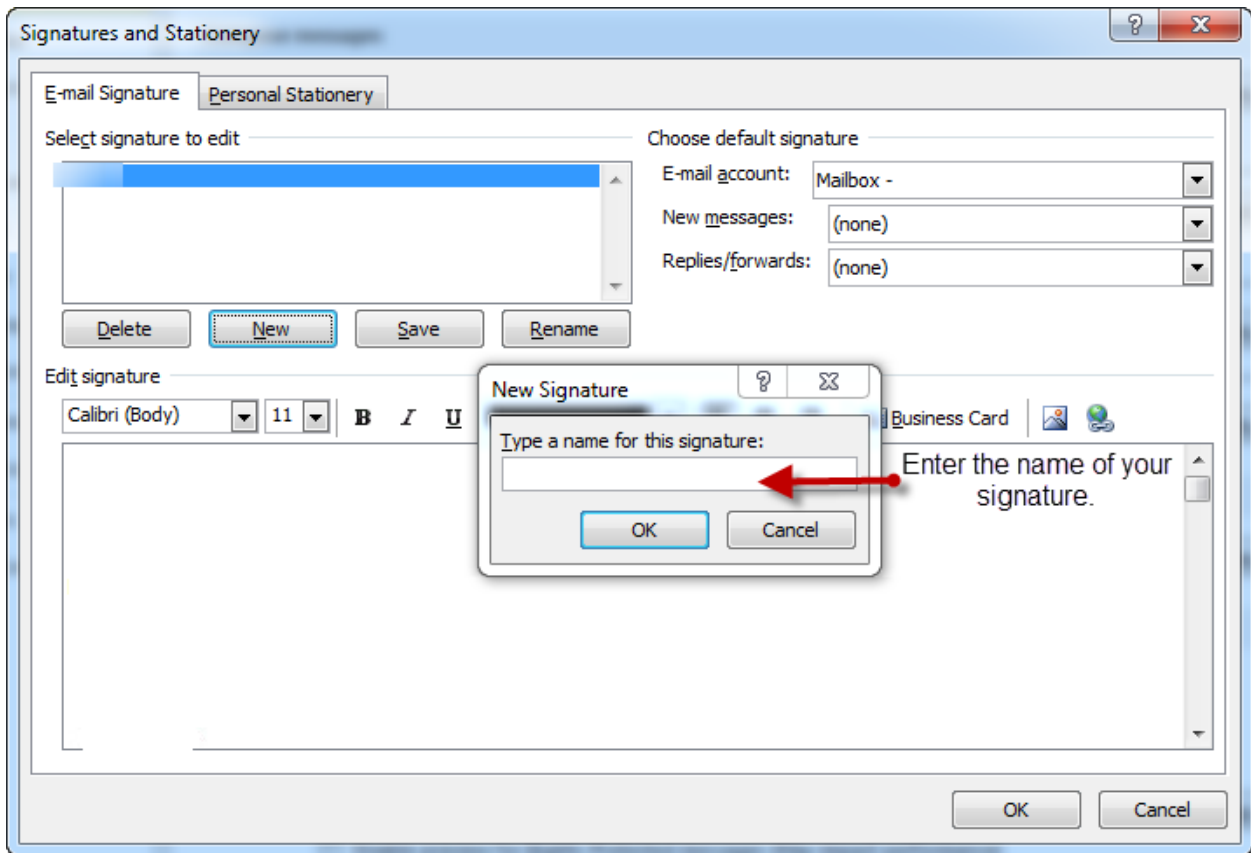
**3. Click on Mail.**



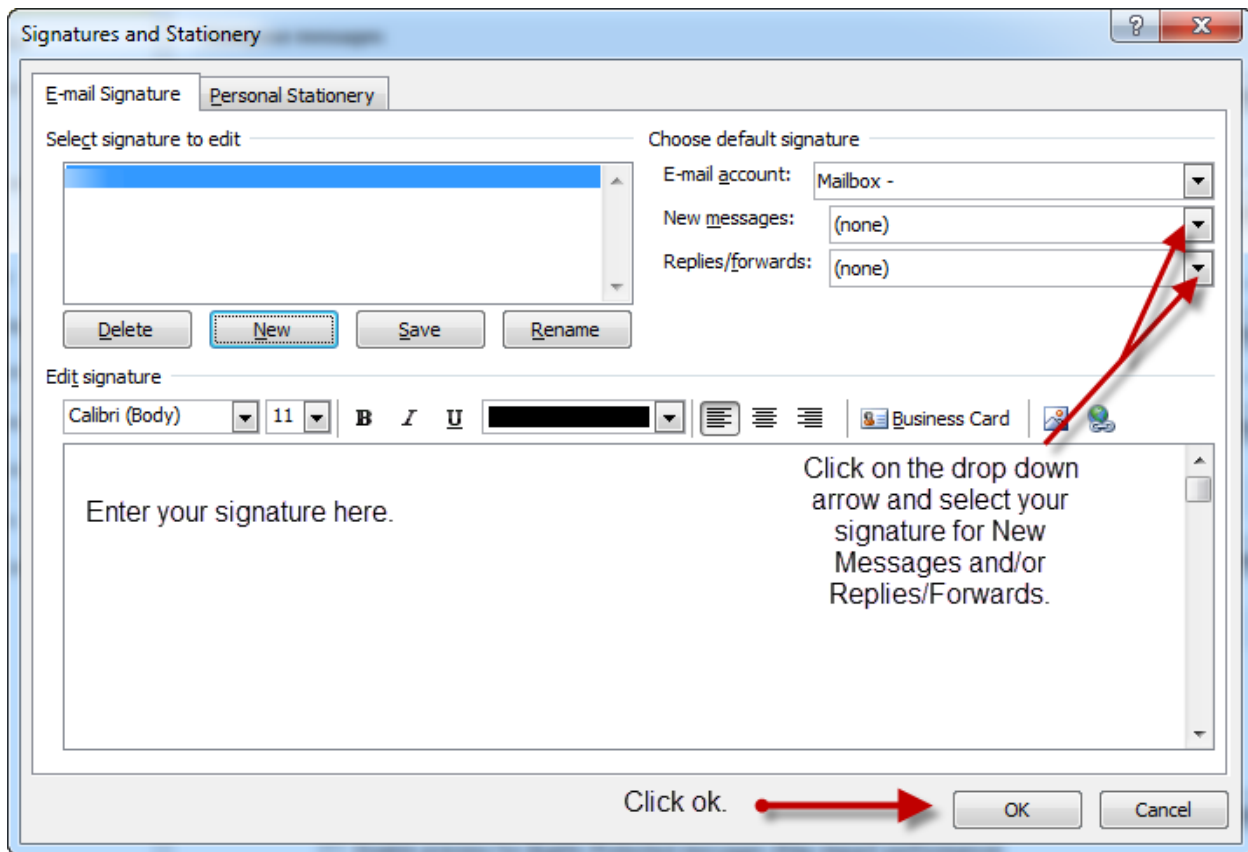
**4. Click on Signatures.**



**5. Click on New and enter the name of your signature and click Ok.**



6. Enter your signature and choose whether the signature will appear in new messages and/or replies/forwards. Click ok.



7. Click ok again at the outlook options window.
8. Create a new email and/or reply to an email to view your signature.