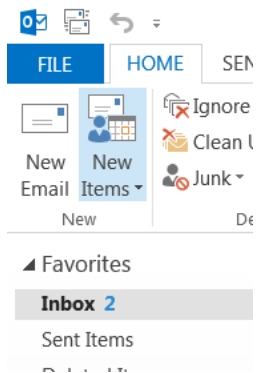


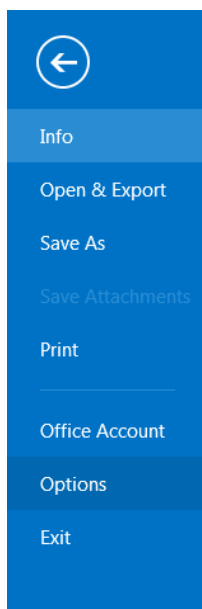


## Create a signature Outlook 2013

1) Select File

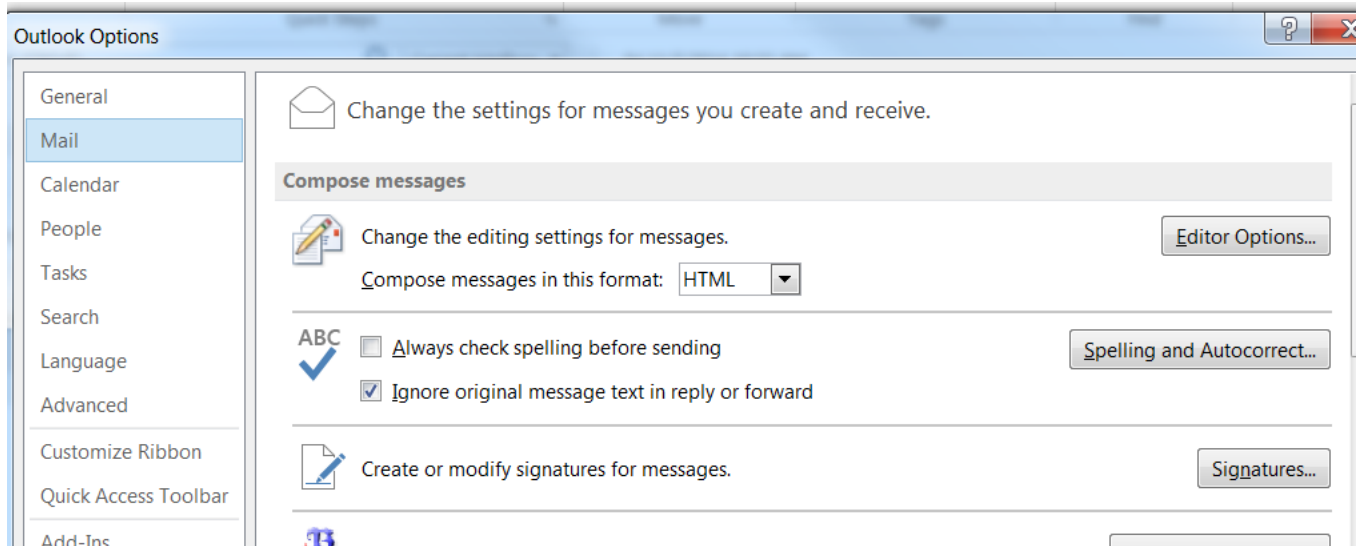


2) Select Options

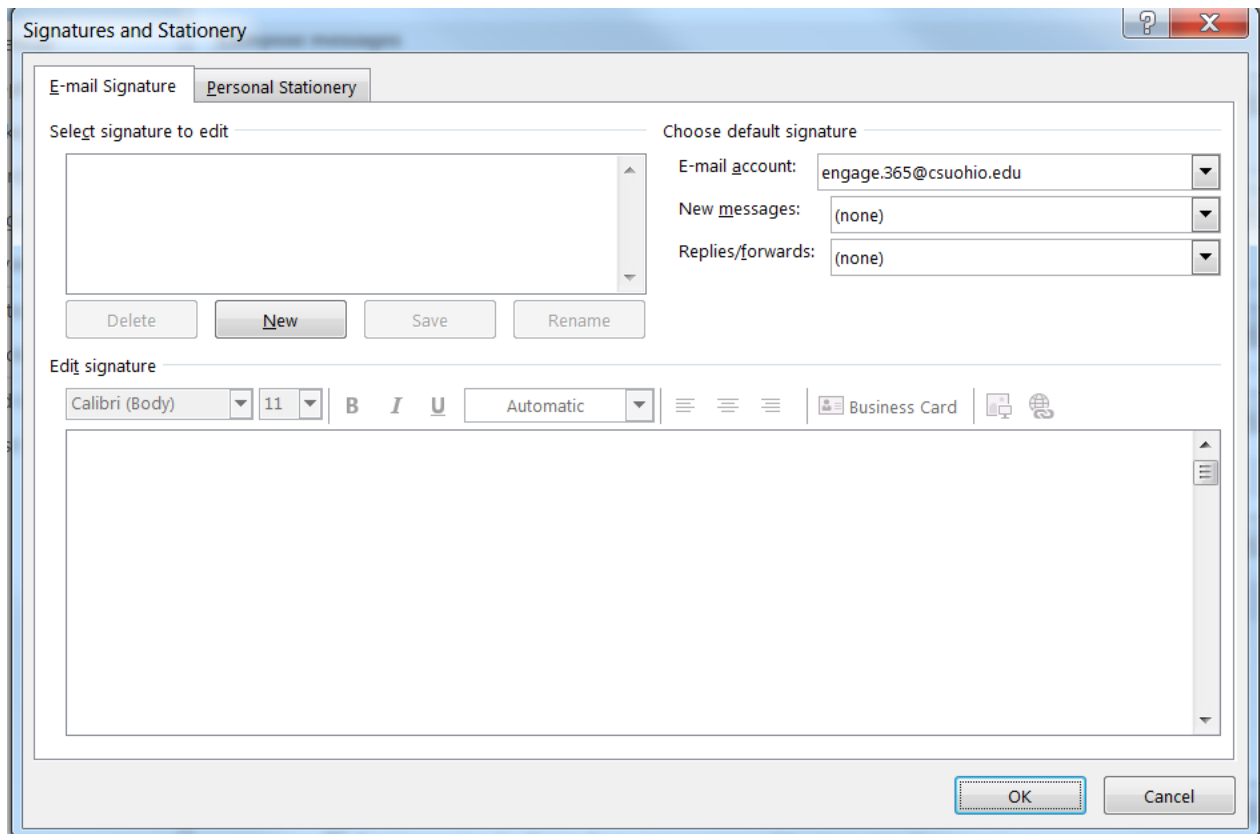




3) Select Mail and then select Signatures

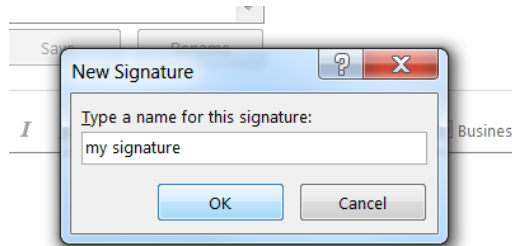


4) Select New





- 5) Assign a unique name for the signature and then select OK



- 6) Create the signature, to add graphics select the graphics icon. Once completed select Save and then under "Choose default signature" select where the signature is to be used. Select OK once completed

