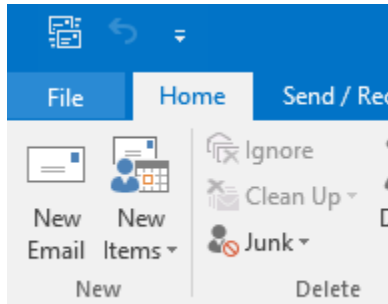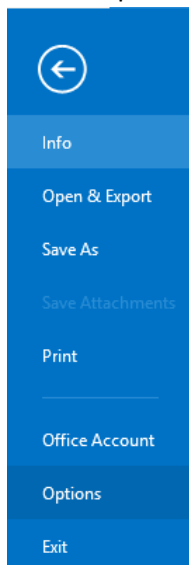# Email Signature for Outlook (Desktop - PC)

- After you have created using the email signature generator to create your email signature, and have copied it -- In Outlook, select "File"
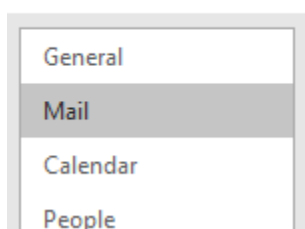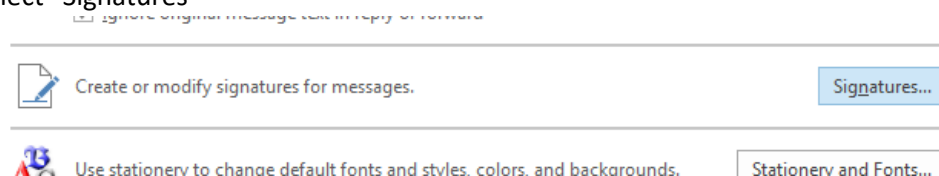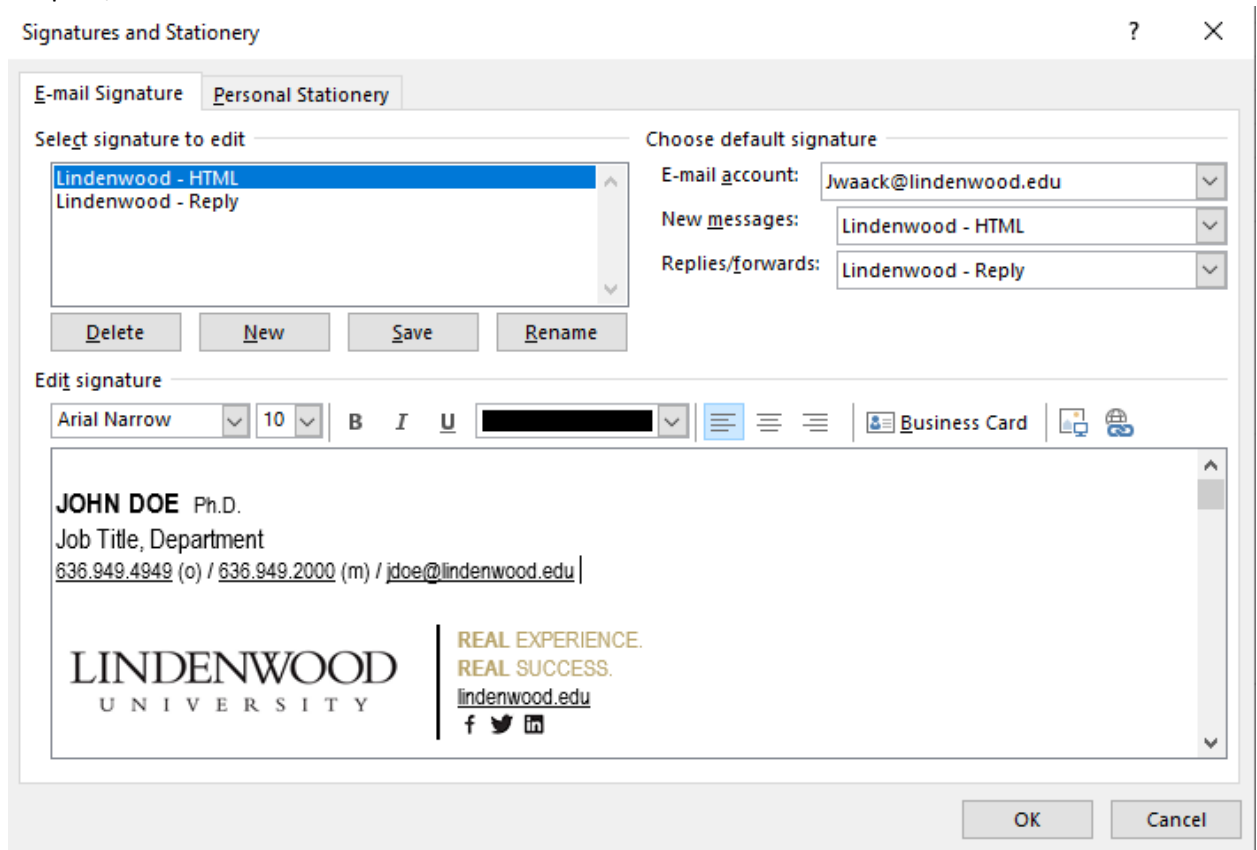
- Select "Options"

- Select "Mail"

- Select "Signatures"

- Select "New". Name your signature. Place your cursor into the "Edit Signature" text area and press Ctrl+V. Select "Save". Then assign your email signature to "New messages:" and/or "Replies/forwards:"

  - If you're replacing an existing signature, please be sure you've completely deleted all of the previous signature's content before pasting in the new one.
- Choose "OK" to complete this process.

Do not make additional modifications to the image(s) or text presentation.