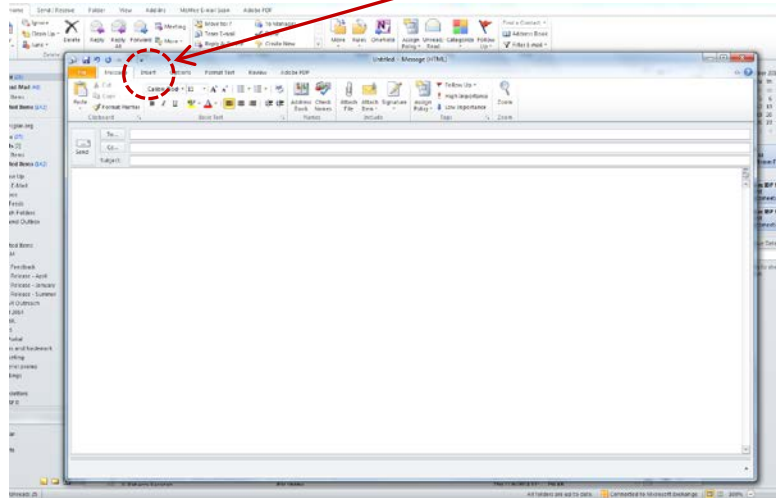# Configuring your email signature in MS Outlook

Open a message window and select the 'Insert' tab:
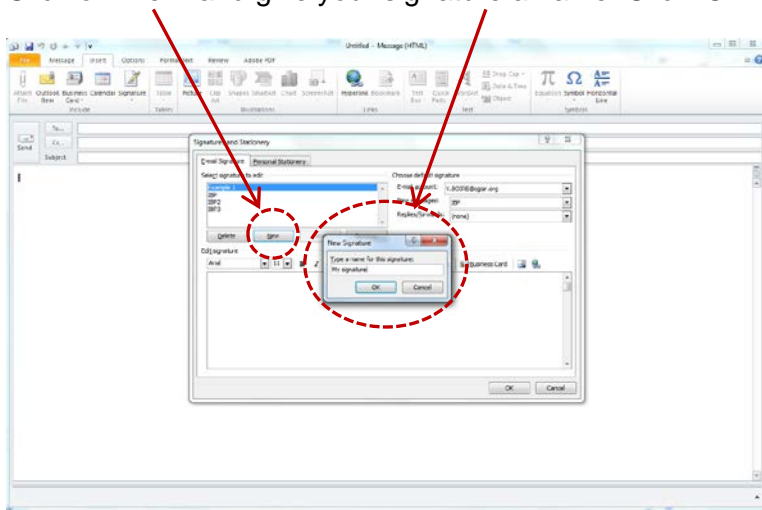

All your available signatures will be listed under 'Signature'. To create a new one, select the 'Signatures…' option in the list:
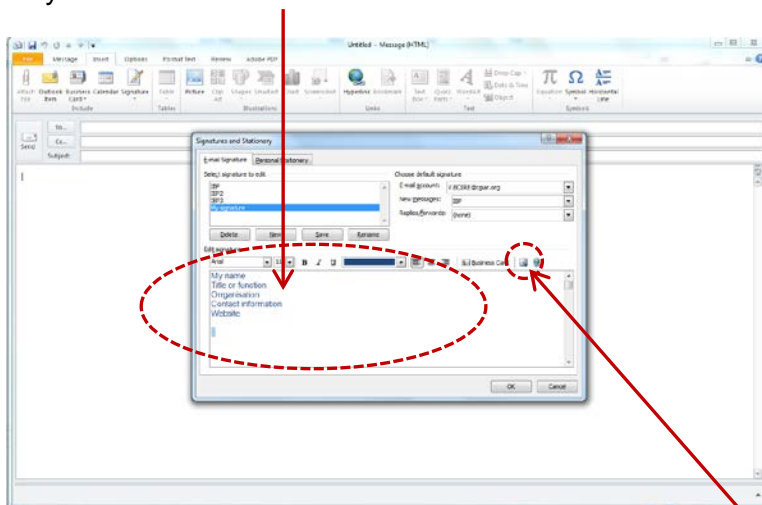

Available signatures will be listed here.

Create a new signature.

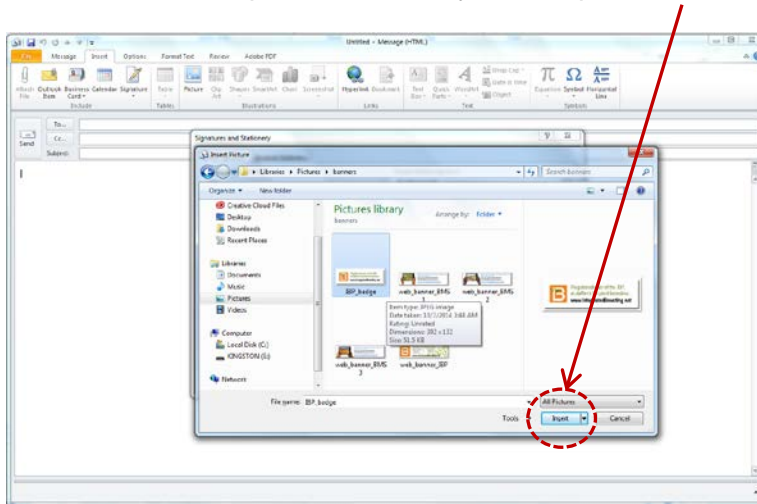Click on 'New' and give your signature a name. Click 'OK':

Customise your signature: write in your contact information and choose the font and colour just as you would in Word:
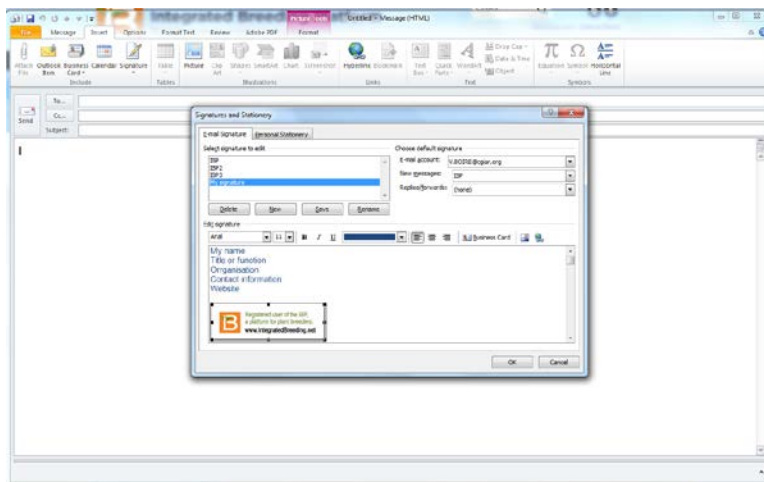

To add a banner at the bottom of your signature, click on the picture icon.
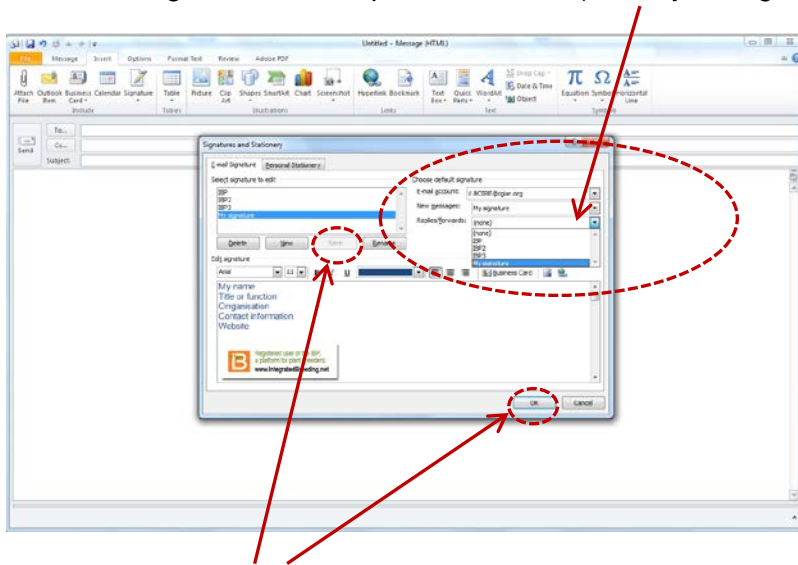
Select the desired picture file from your computer and click on 'Insert':

The picture now appears at the bottom of your signature; adjust the size if needed (click and drag at the corners).

Under 'Choose default signature', you can also set the signature you wish to use by default in all 'New messages' and for 'Replies/Forwards' (select your signature in the drop-down lists):

Click on 'Save' and then 'OK' to finalise the creation of your new signature.

Now you can choose it from the 'Signature' drop-down list at any time! Draft your message and send when ready ☺