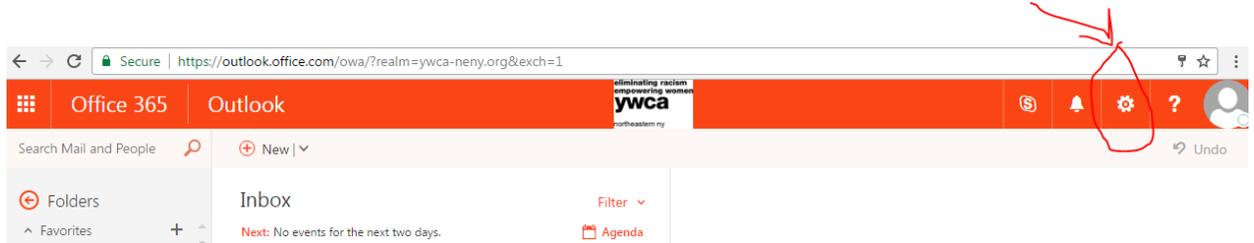
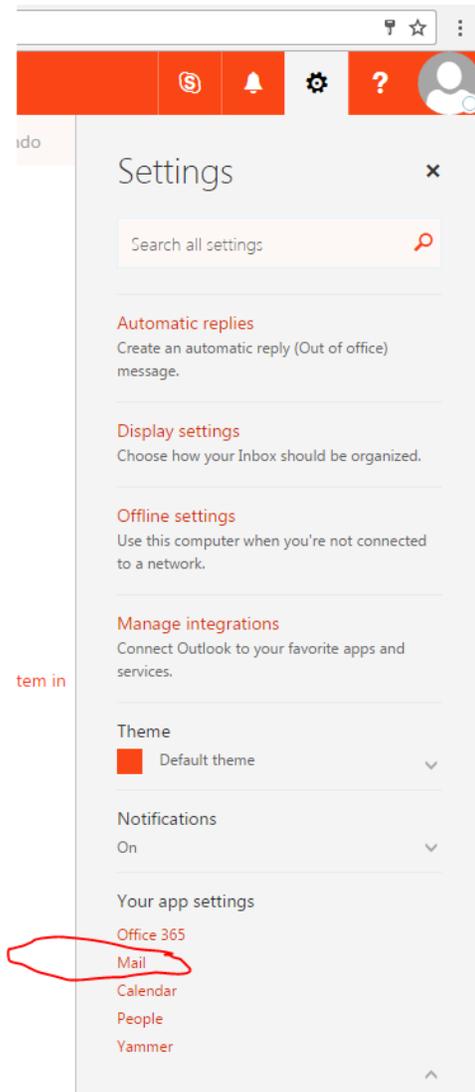


Instructions for updating your signature in Outlook when using Office 365:

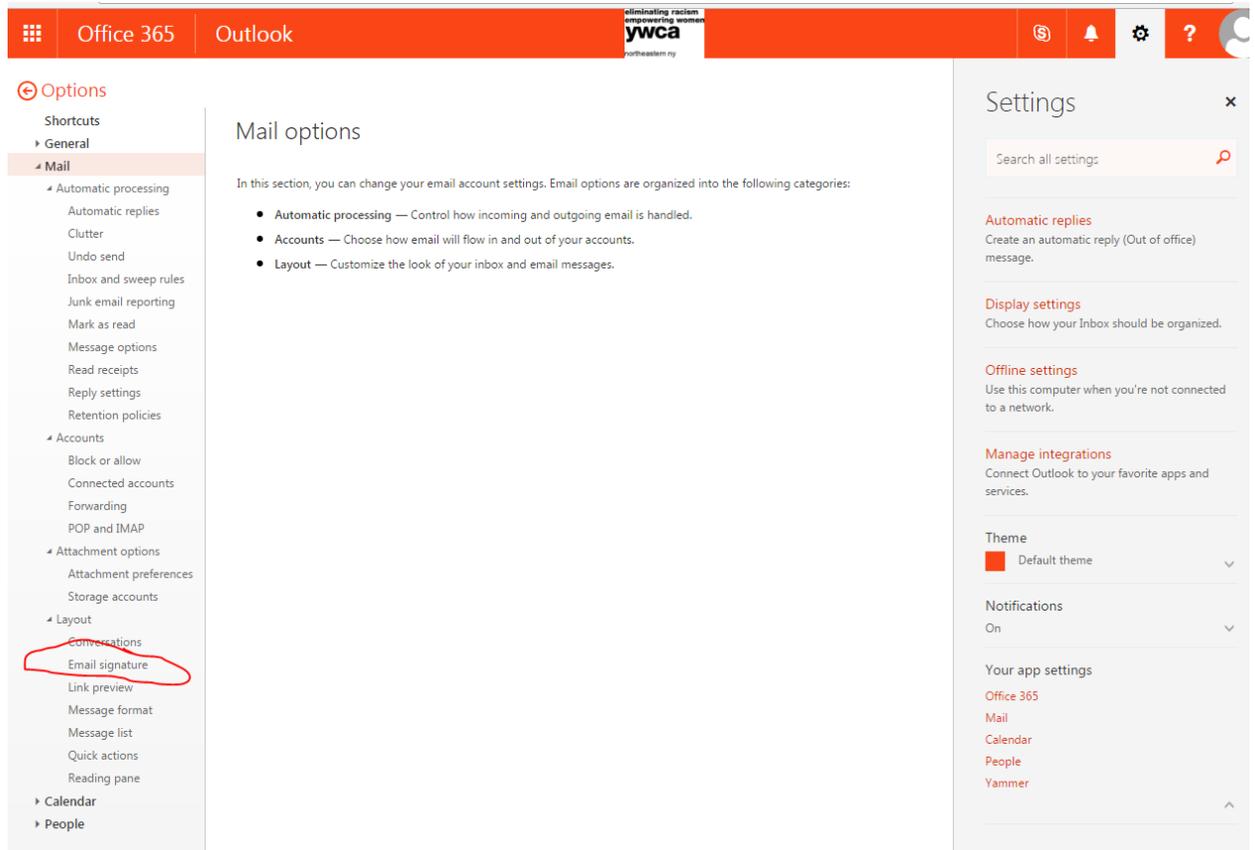
1. Log into your account.
2. Open the email and highlight the wording that was sent to you and click “CTRL+C” at the same time in order to copy it. You can also right click on your mouse and choose “Copy”.
3. Click on the Settings button in the upper right corner. It looks like a little gear.



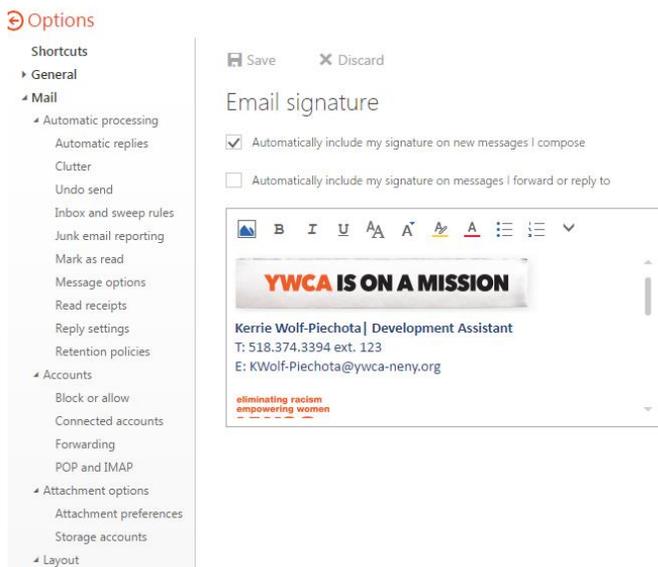
4. Click on “Mail”



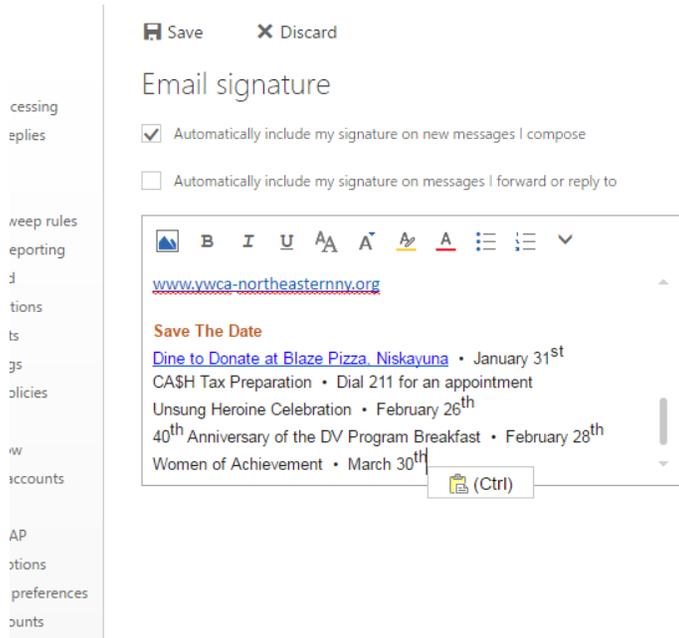
5. This screen should appear. Click on “Email Signature”



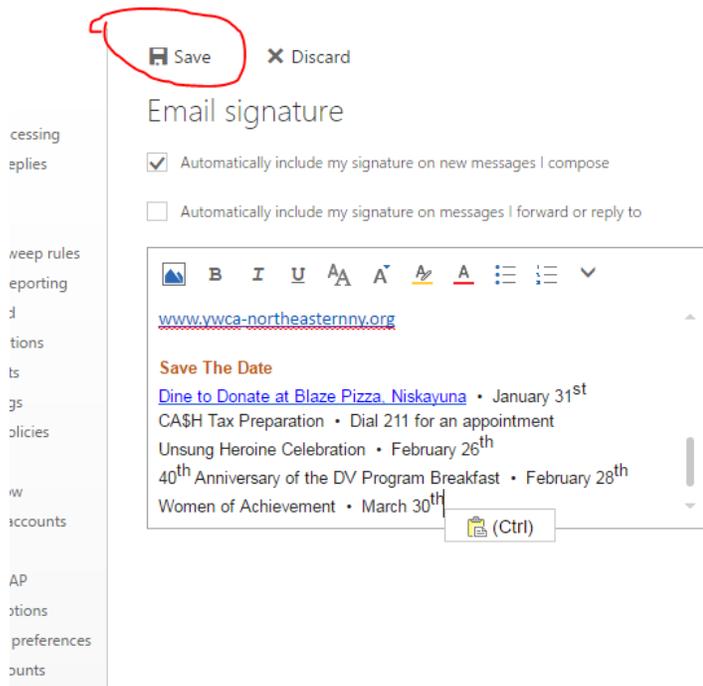
6. This screen should appear and look similar if you’ve already created a signature in the past.



7. Scroll to the bottom of your signature and hit “CTRL+V” at the same time to paste the information that you copied. You can also right click on the mouse & choose “Paste”.



8. Make sure it looks okay and then click “Save” in the top left corner of the box.



9. You are done!