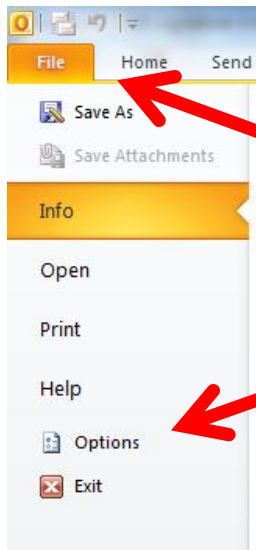


ADDING A DEFAULT SIGNATURE AND DEFAULT FONT TO OUTLOOK EMAILS

HOW TO ADD A DEFAULT SIGNATURE:

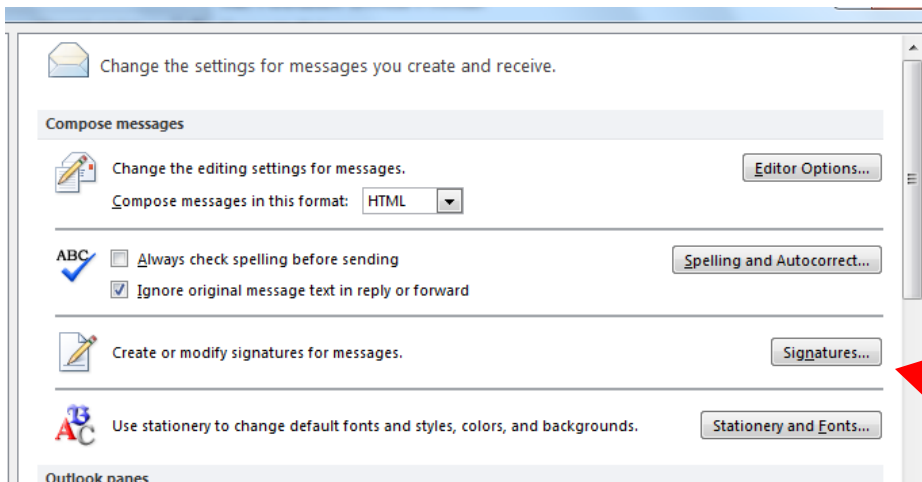
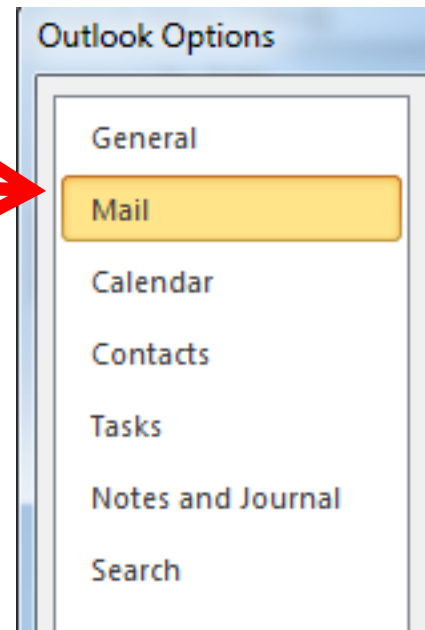


1. OPEN OUTLOOK

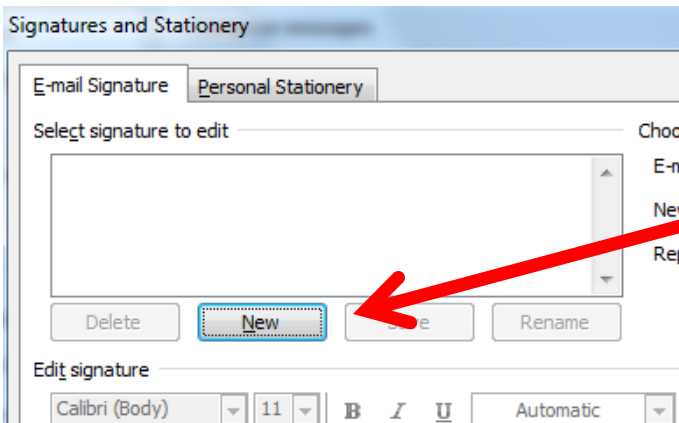
2. CLICK FILE

3. CLICK OPTIONS

4. Click Mail

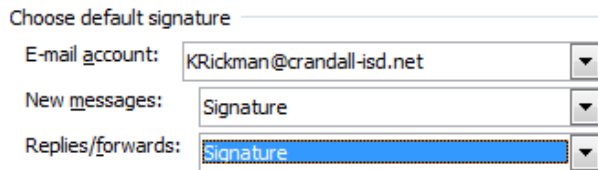
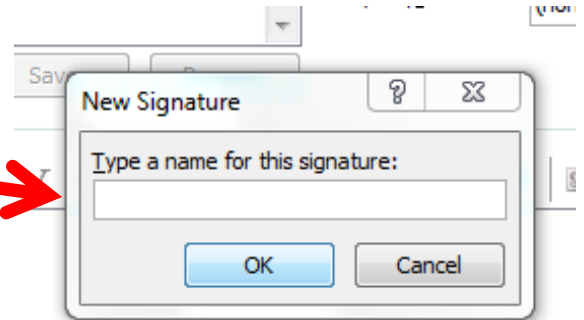


5. Click Signatures...



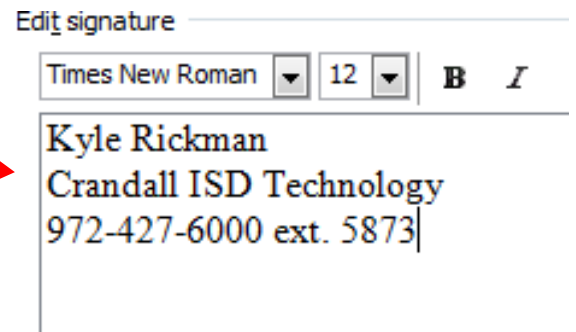
6. Click New

**7. Type "Signature"
and then press Ok**



**8. Choose Signature from the
New Messages drop down
box and choose Signature for
the Replies/forwards drop
down box**

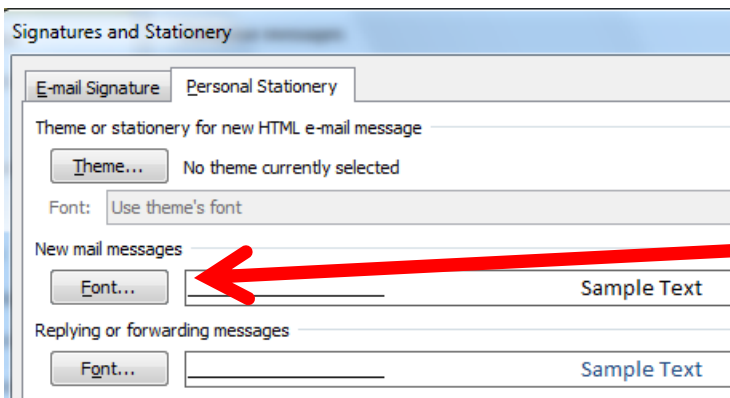
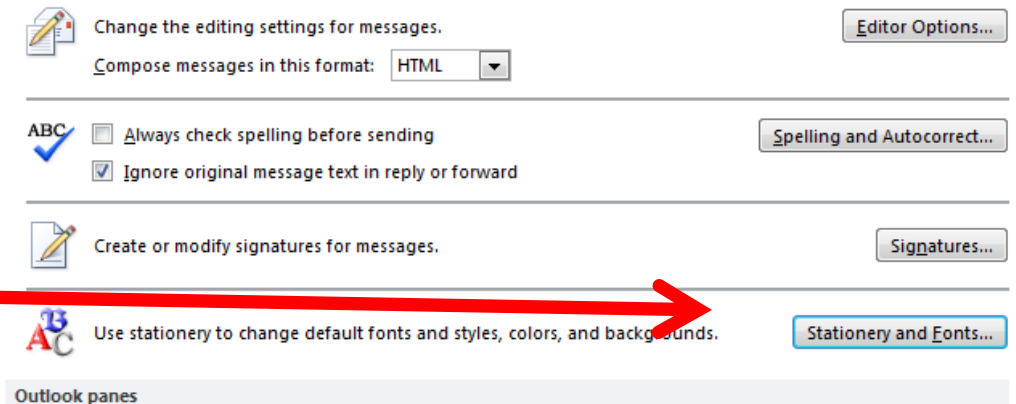
**9. Type your signature
exactly as you would like
it to appear and press Ok**



**Your signature is now
added.**

TO CHANGE YOUR DEFAULT FONT:

1. Go back to the options screen
2. Click Stationery and Fonts...



3. Click Font... under New Mail Messages

4. Choose how you would like your font to appear for your emails and then click ok. Then click Font under Reply/Forwarding messages and choose your font again and press ok.

Your default font is now setup.

