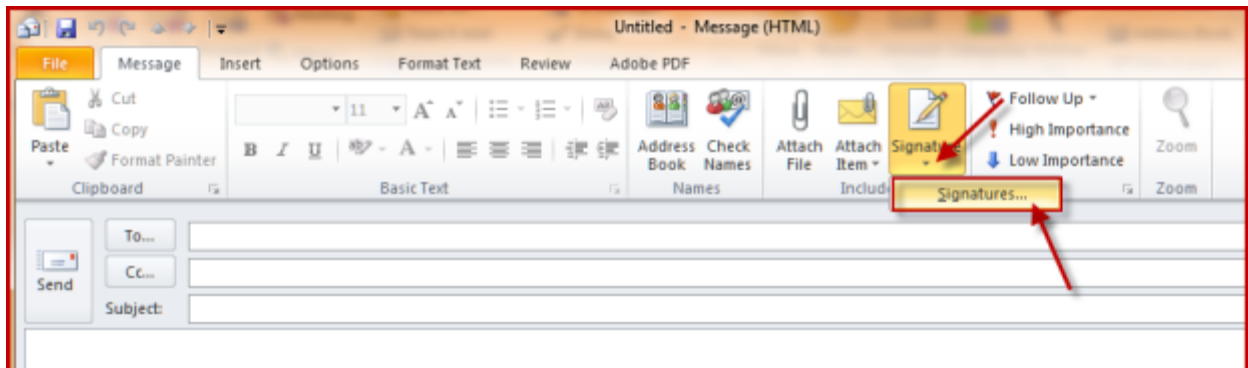


Here is how to create a basic email signature in outlook.

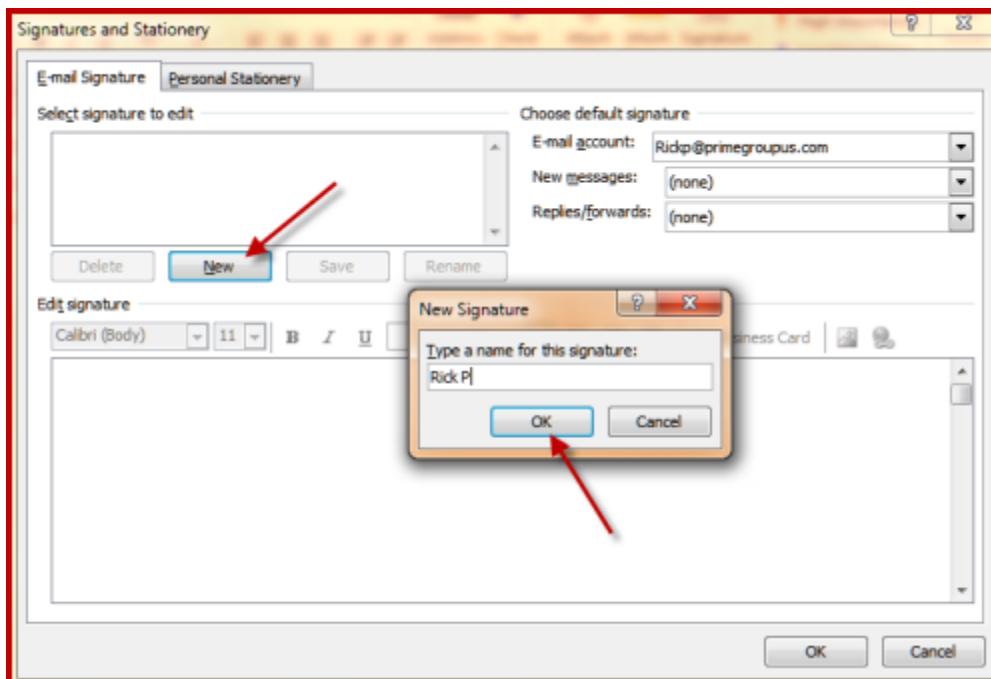
Please check with your Manager about the proper formatting for your department if any.

If you have any issues contact the IT Department.

1. Open a new message and click signatures:

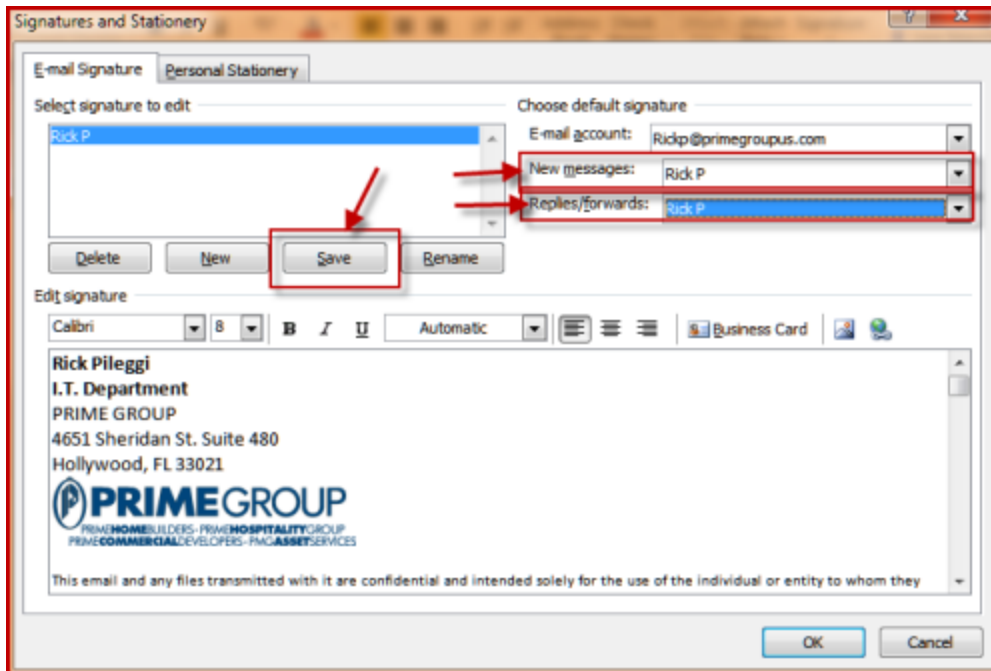


2. Click new then name the signature and click ok



3. Change the new messages and replies to your new signature.

Note: you can create as many signatures as you like for different reasons or to quickly add some text.



Example Email Signature:

Jane Smith

My Department

954-392-8788

PRIME GROUP

4651 Sheridan St. Suite 480

Hollywood, FL 33021

