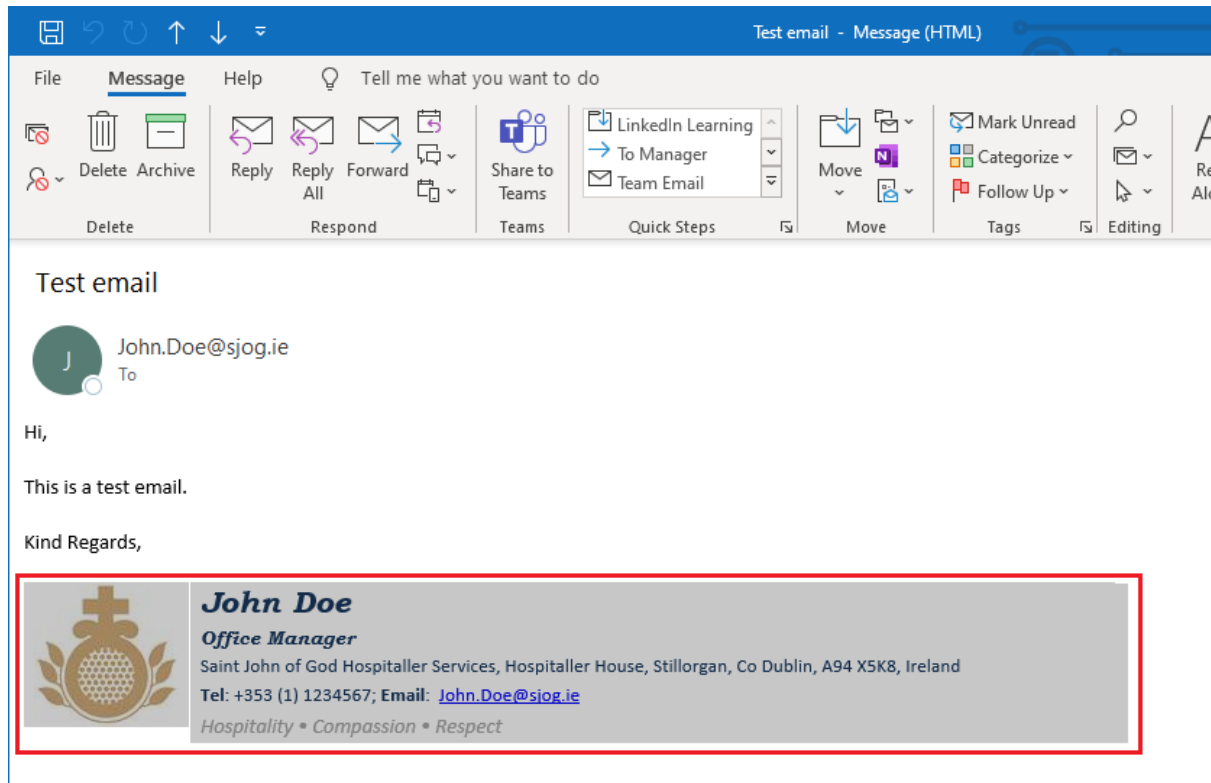


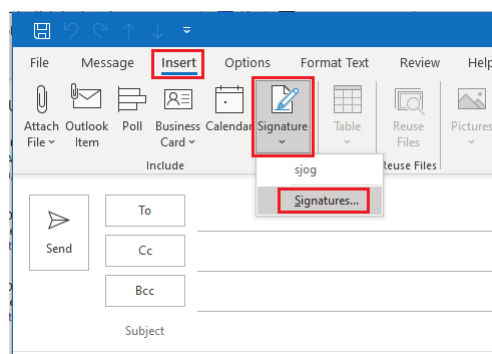
Signatures in Office 365 Email

To add your Signature to Outlook 365:

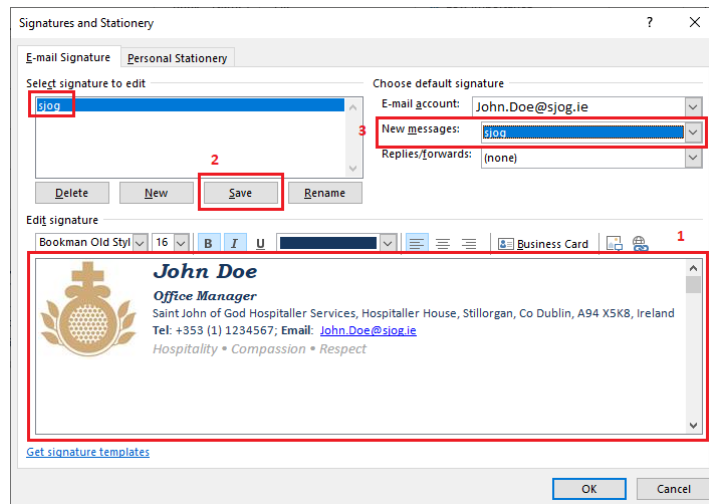
1. In your Sent items folder, find an email you sent previously that contains your signature
2. Select the signature and copy it



3. Open a new email and select **Insert > Signature > Signatures...**



4. Paste your signature (1) and save it with a name, e.g. sjog (2)
5. Set your newly saved signature to be the default for new emails (3)



6. Close the email

To test that your signature is set up, open a new email. The signature should be there