

## Email Signature for Outlook (Desktop)

- x After you have created using the email signature generator to create your email signature, and have copied it -In Outlook, select "Preferences."
- x Select "Signatures."
- x Select "New". Name your signature. Place your cursor into the "Edit Signature" text area and press Ctrl+V. Select "Save". Then assign your email signature to "New messages:" and/or "Replies/forwards:"
  - o In the paste options select "Keep Original Formatting"
  - o If you're replacing an existing signature, please be sure you've completely deleted all of the previous signature's content before pasting in the new one.
- x Choose "OK" to complete this process.