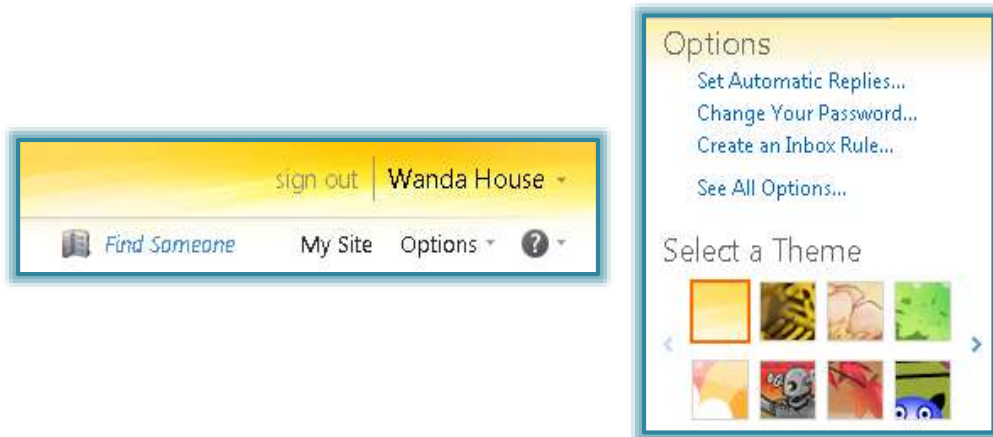


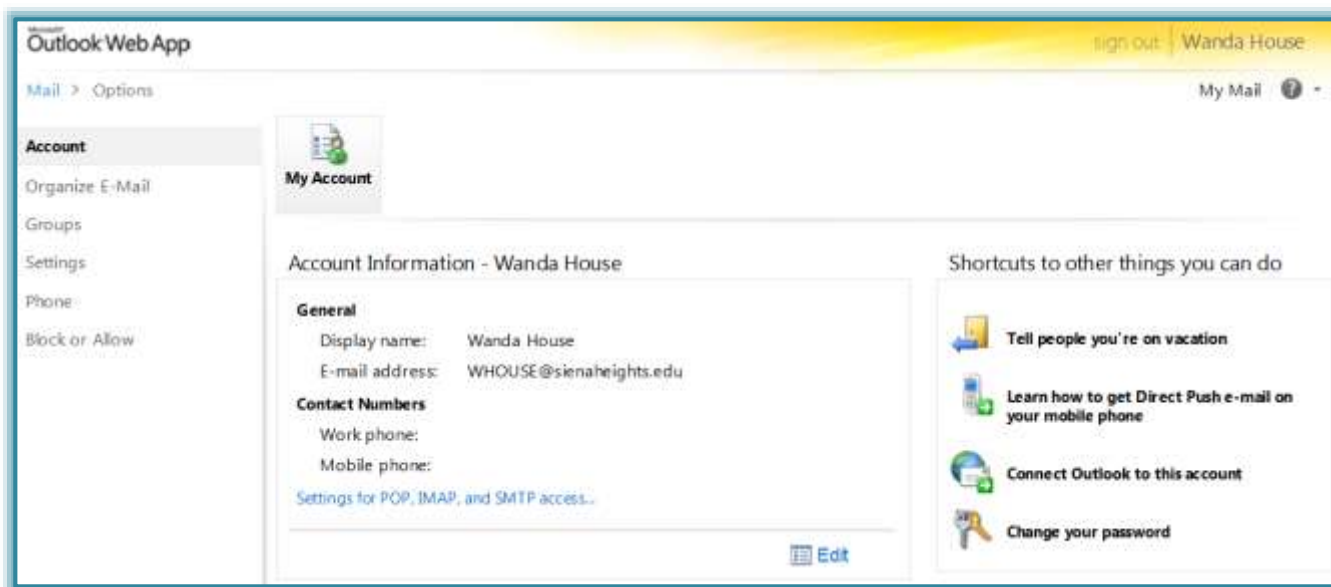
## E-Mail Signature Options

This option is used to append a custom signature to each message that is sent, replied to, or forwarded.

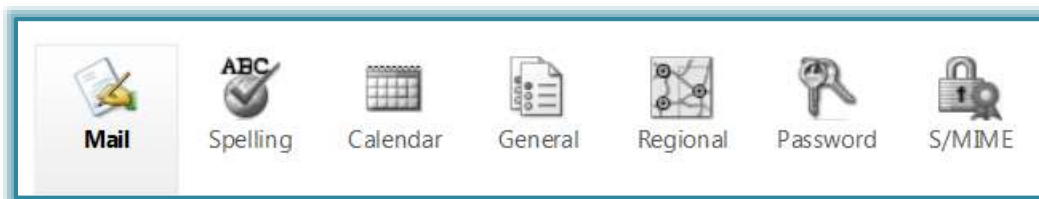
- On the right side of the **Outlook** window under your name, click the **Options** button (see illustration below).



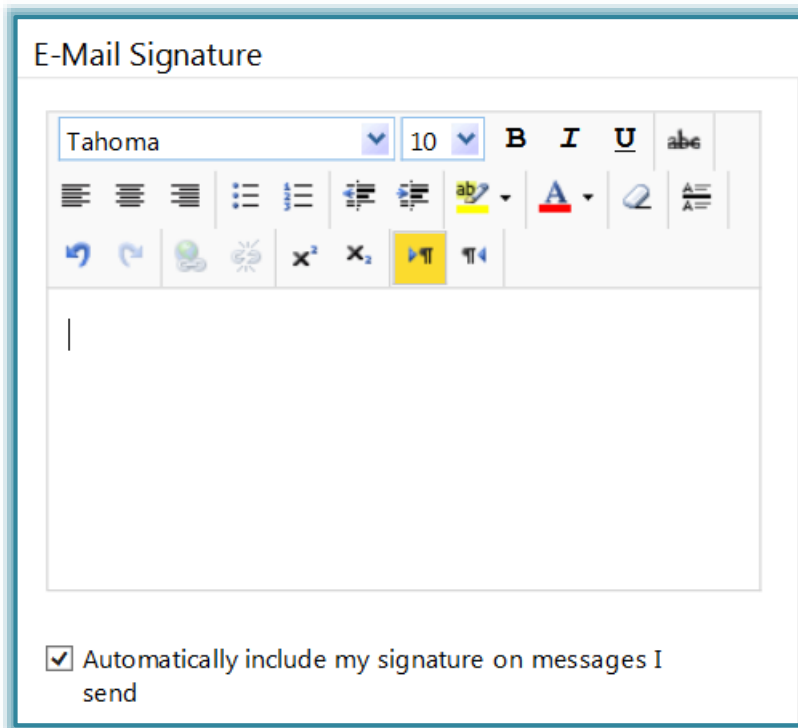
- In the list that appears (see illustration above right), click **See All Options**.
- The **Options** window will display with the **Account** option selected (see illustration below).



- Click the **Settings** link in the left **Navigation Pane**.
- The **Mail Options** window should display. If it does not, click the **Mail** button (see illustration below).



- In the **Signature Message** box, input and format the signature that is to be used.



- Use the **Signature** toolbar to format the text in the signature.
- Below the **Signature Message** box, click the check box for **Automatically include my signature on outgoing messages** if the message is to appear on every message that is sent.
- When all the options have been selected, click the **Save** button.

