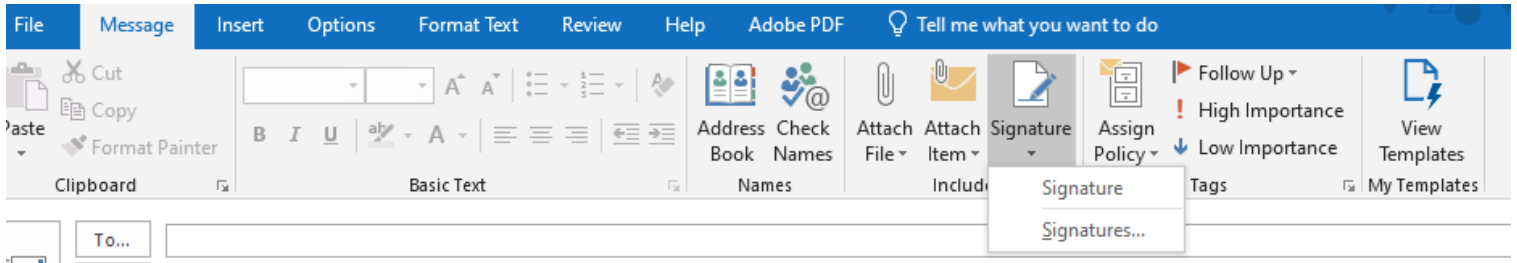
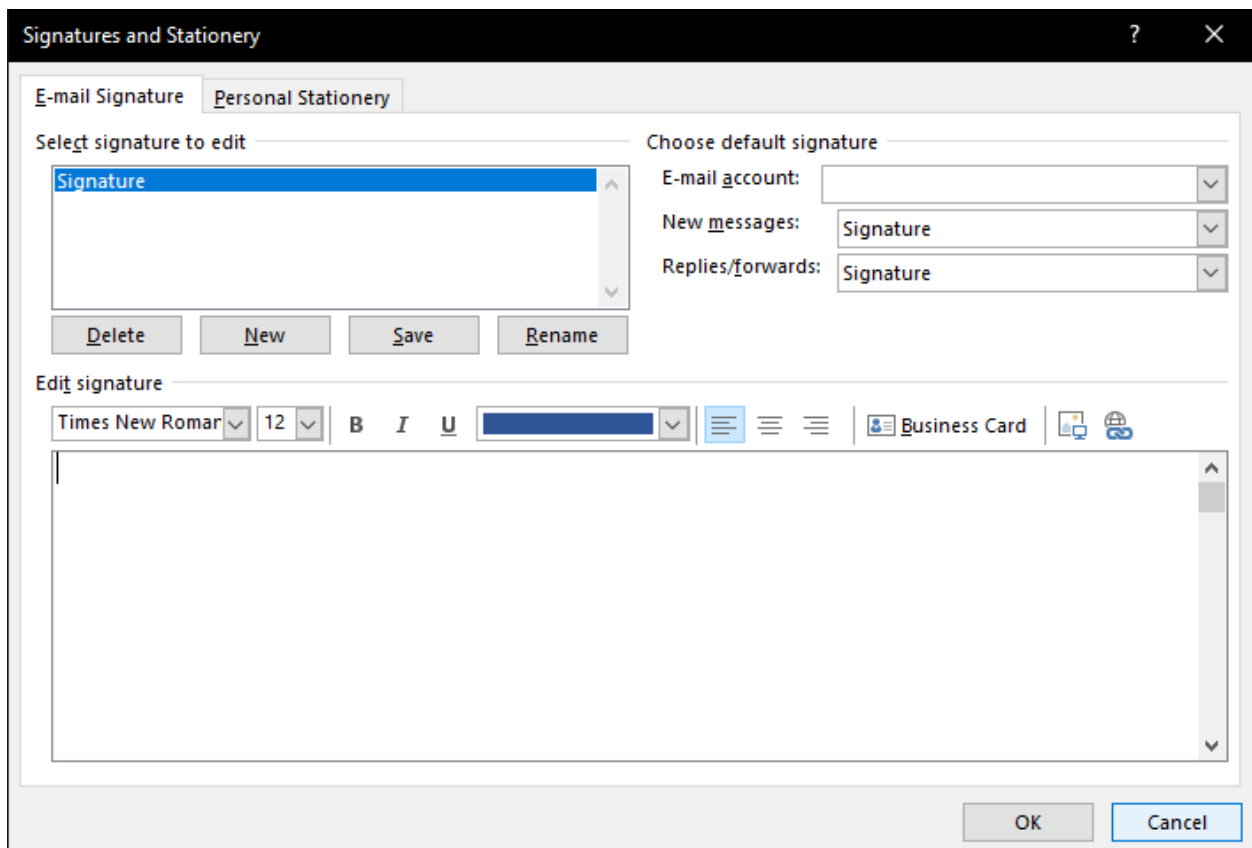


## How to Edit Your Email Signature in Outlook (Desktop App)

1. Open Outlook.
2. Create a New Email.
3. Next click on Signatures in the Signature tab.



4. Next the “Signatures and Stationery” pane will display.
5. In this pane you can create, delete, save, and rename existing signatures. You can also edit signatures in the text box. You can align the text, change fonts, include links, and other formatting features.



6. Once you are finished with editing your signature, click “OK”. If you have multiple signatures make sure to select the one you would like to use for your emails by clicking on the name of the signature, and selecting “OK”.