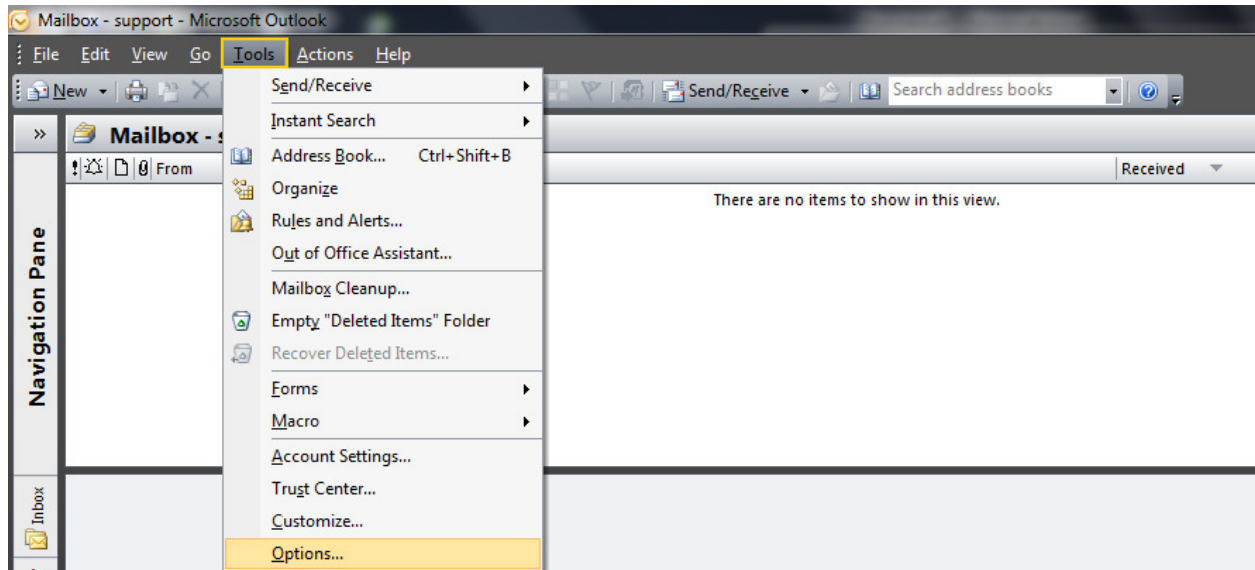


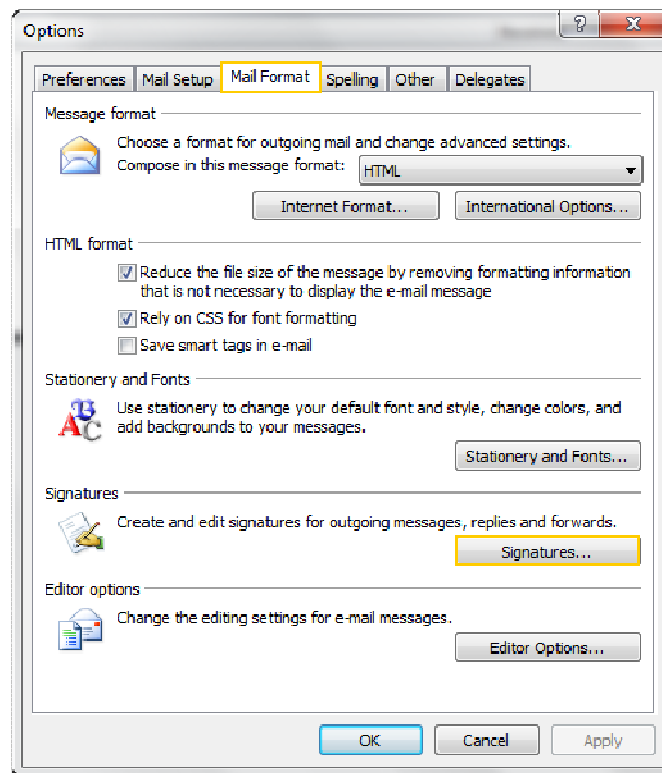
Email Signatures for Outlook 2007

Please follow the steps below in order to set up an email signature for Outlook 2007.

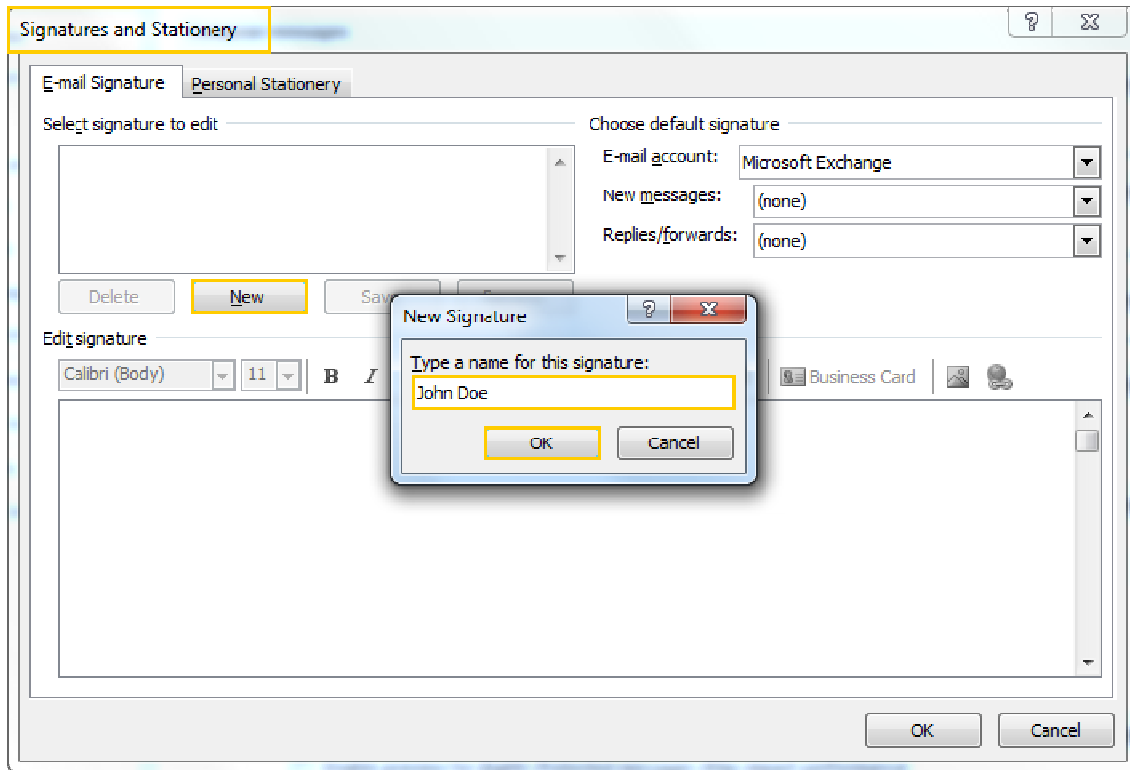
1. Open Outlook and click on **Tools** and then click on **Options**.



2. Click on the **Mail Format** tab and then click on **Signatures...**



3. Once the **Signatures and Stationery** window opens, click on **New**, **Type a name for this signature**, and click **OK**.



4. Under **Edit Signature** please place the information you want displayed in your Email Signature.
- Under **Choose default signature** please edit as desired.
 - E-mail account:** select the email account for which you want to apply this signature for.
 - New Messages:** select the email signature desired for all new messages.
 - Replies/forwards:** select the email signature desired for all replies/forwards.
 - Click **Save** and **OK** to exit the Signatures and Stationery window
 - Click **OK** to exit the Options window

