## **Signature Update Instructions**

1. In Outlook click on File, Options, Mail, then Signatures



- 2. Click on **New** and type in "Signature", click **OK**.
- 3. Copy the Signature from the Signature file and paste it into the Edit Signature Box
- 4. Type in your information
  - Note: The Crown Logo will not appear
- 5. Click Save

Signatures and St	ationery		? >
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Choose default si	gnature		
New messages:	Signature		~
Replies/forward	signature		~
	ОК		Cancel

- 6. Change New Messages and Replies/forwards to "Signature"
- 7. Click OK