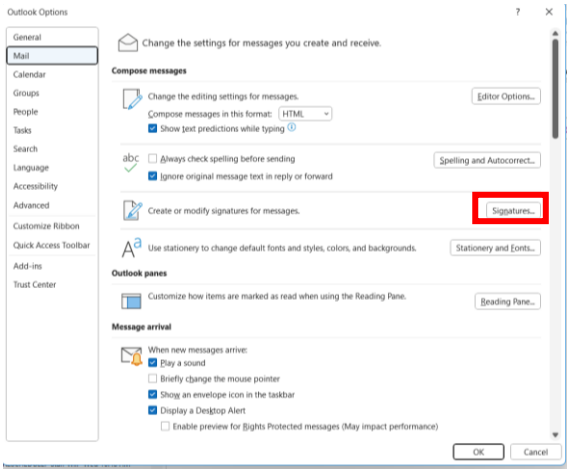
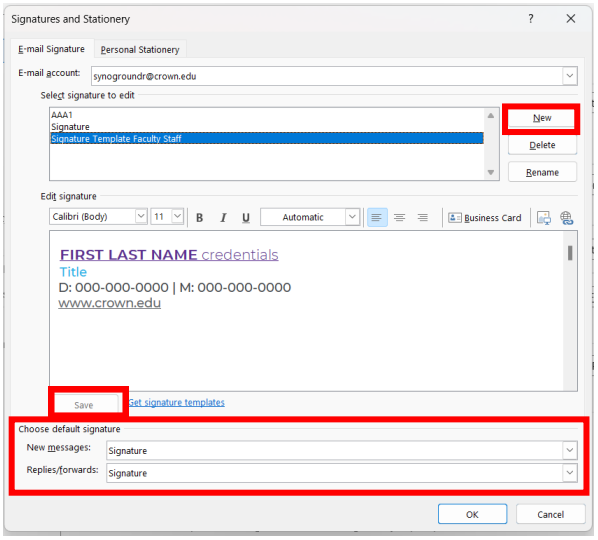
Signature Update Instructions

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**



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