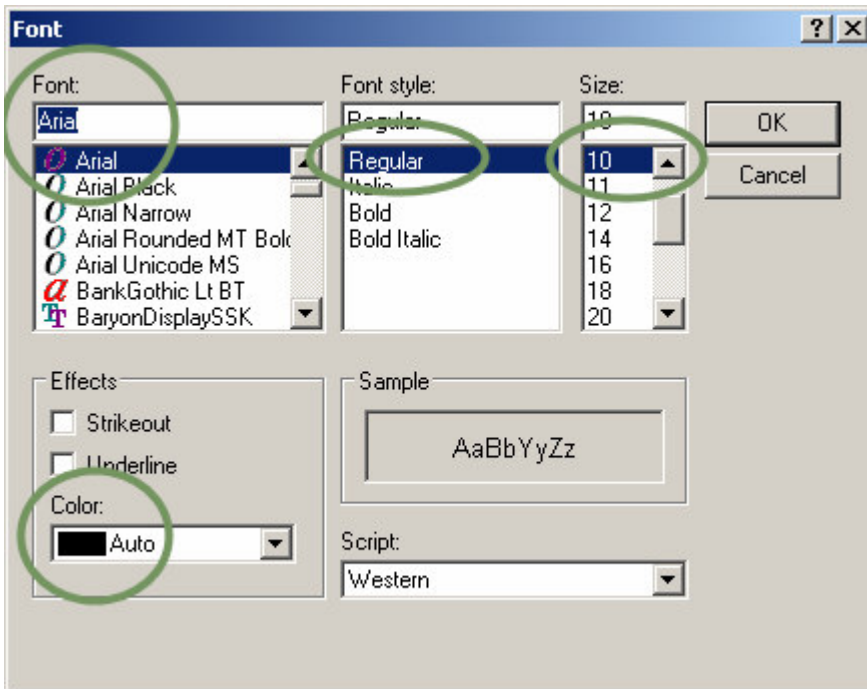


## Email Signature Installation & Setup Instructions – PRINT THESE

1. From the top menu of your Outlook Inbox click TOOLS and pull down to OPTIONS  
Click the MAIL FORMAT tab.
2. The upper section of this screen is labeled “Message Format” – make sure you have “Compose in this message format” set to HTML.
3. Click the INTERNET FORMAT button – you’ll see a new dialog box.
4. Place a checkmark in the box at the top next to the text, “When an HTML message contains pictures located on the Internet, send a copy of the pictures instead of a reference to their location.”
5. Click OK to close the Internet Format dialog box.
6. The middle section of this screen is labeled “Stationery and Fonts” – make sure stationery is set to NONE and then click the FONTS button.
7. You will need to set your font for New Messages and your font for Replies & Forwards to Arial 10pt Regular Auto. Click the two “Choose Font” buttons and make sure your setting appear as follows:



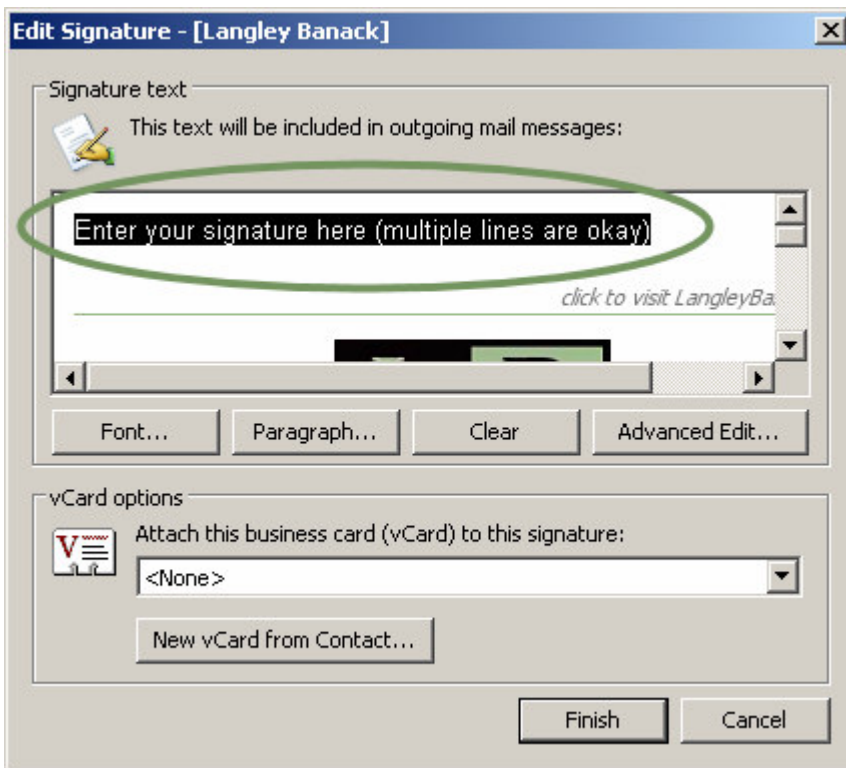
8. Once your fonts have been checked and set properly, return to the Mail Format tab by clicking OK on the FONTS dialog box.
9. The bottom section of the Mail Format tab is labeled Signatures. Click the SIGNATURES button. This will open a dialog box called “Create Signature” – click NEW.
10. This will open another dialog box – this one called “Create a New Signature.” Give your new signature a descriptive name where prompted by item #1.
11. Item #2 on this screen is called “Choose how to create your signature” – click the bottom option, “Use this file as a template.”

12. Position your cursor in the field and press your CTRL key and your V key at the same time to paste in the file path you have copied previously (as shown in Step 3 of the E-mail "Signature" Installation Instructions web-page). The following graphic illustrates:

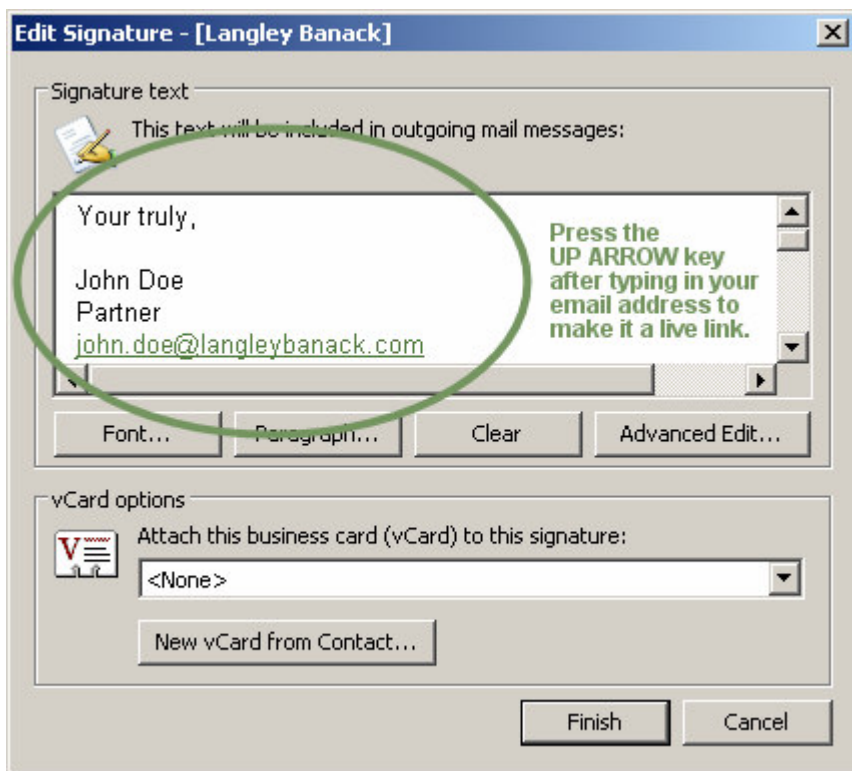


13. Click NEXT

14. You'll see your new signature in a preview window. You need to do some personalization on the signature. Highlight the text that prompts you to "Enter your signature here (multiple lines are okay)"



15. Enter all of the personalized text you want to add – standard would be your complementary closing, your name & title, maybe a direct dial phone number and perhaps your email address. The following graphic illustrates:

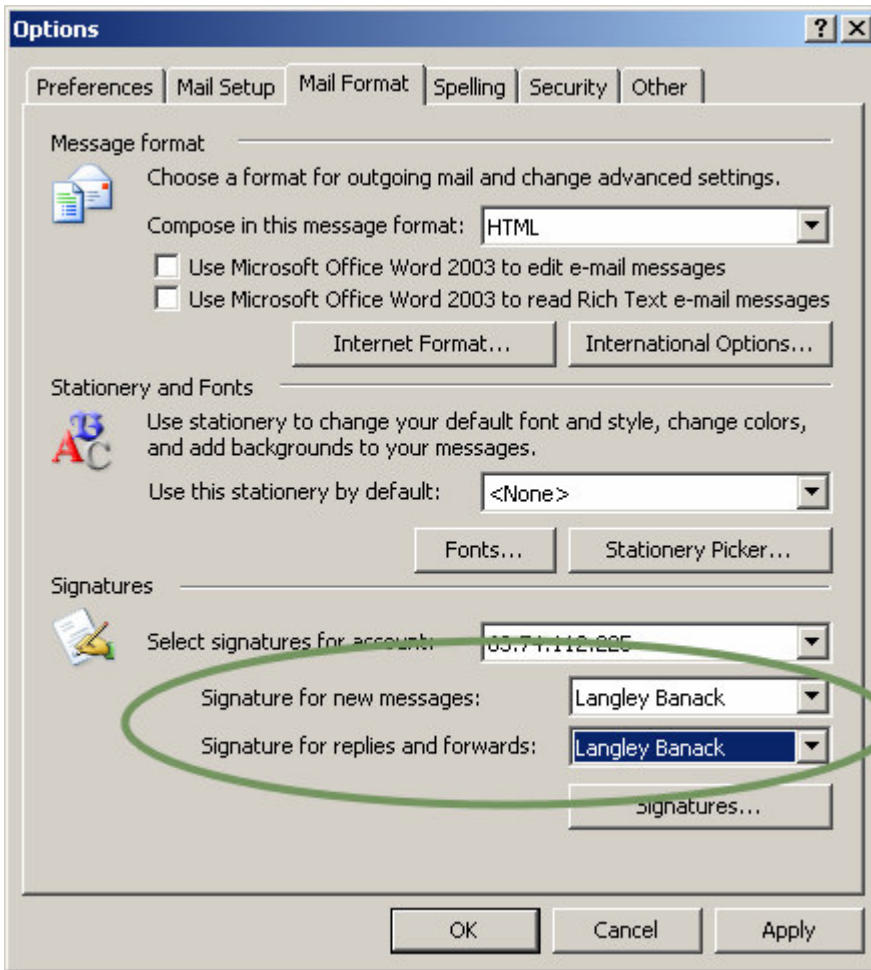


Note: If you enter your email address, press the UP ARROW key once after typing it in – you'll see your email address turn a color – meaning it is now an active link.

16. Click the FINISH button once everything is set the way you want it.

17. You'll be returned to the "Create Signature" dialog box – click OK.

18. You'll be returned to the Mail Format tab – set your default signature for new messages and for replies and forwards to the signature you just created:



**OPTIONAL – Selective use of your signature:** If you do not wish to automatically use your signature for new messages and/or replies you can set these to NONE. You will then be able to insert your signature manually when composing or replying to a message by clicking INSERT and pulling-down to the SIGNATURES option when you are composing your message.

19. Click APPLY and then OK to close the OPTIONS screen.

20. That's it.