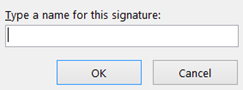
Solution

# Email Signatures

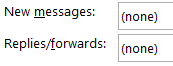
## **Instructions:**

Open a new email message window.

1. On the ‘Message’ ribbon, click the **Signature** button, C:\Users\Andy L\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\B92CFE7F.tmp  then click the 2nd Signature button
2. Click C:\Users\Andy L\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\3A9D8A2.tmp​
3. Type a Name for your signature file: ​
4. Begin to edit your signature making good use of the formatting tools available, and add your photo or company logo / web links:

C:\Users\Andy L\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\B66FFE4C.tmp​C:\Users\Andy L\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\1E1BBCF3.tmp​

1. The last step is to make sure you designate which signature to use for New messages and Replies/forward messages:

​

After creating at least two personal signatures, practice selecting them using the right-click in a brand new email.

**To use when drafting a new email, and quickly switch the signature choice**, simply Right-Click the automated signature and choose from the list that appears on the message screen. (Must have at least 2 signatures set up for this to work.)

A screenshot of a computer

Description automatically generated