

Bridge House Grace House Signature Template

Employee Name

Employee Title

BRIDGE HOUSE/GRACE HOUSE

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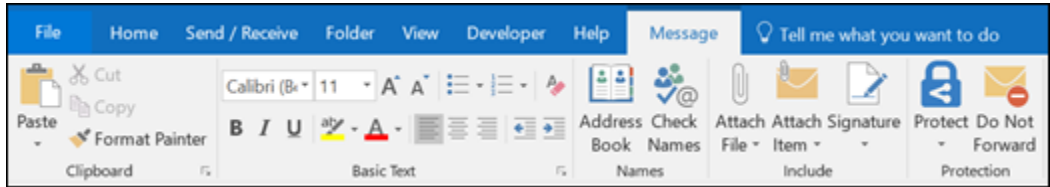
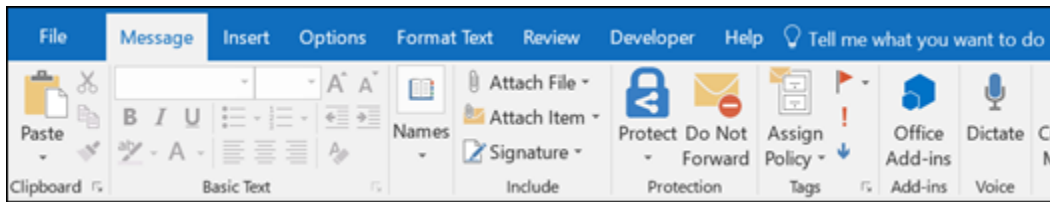
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How to add a signature to email messages

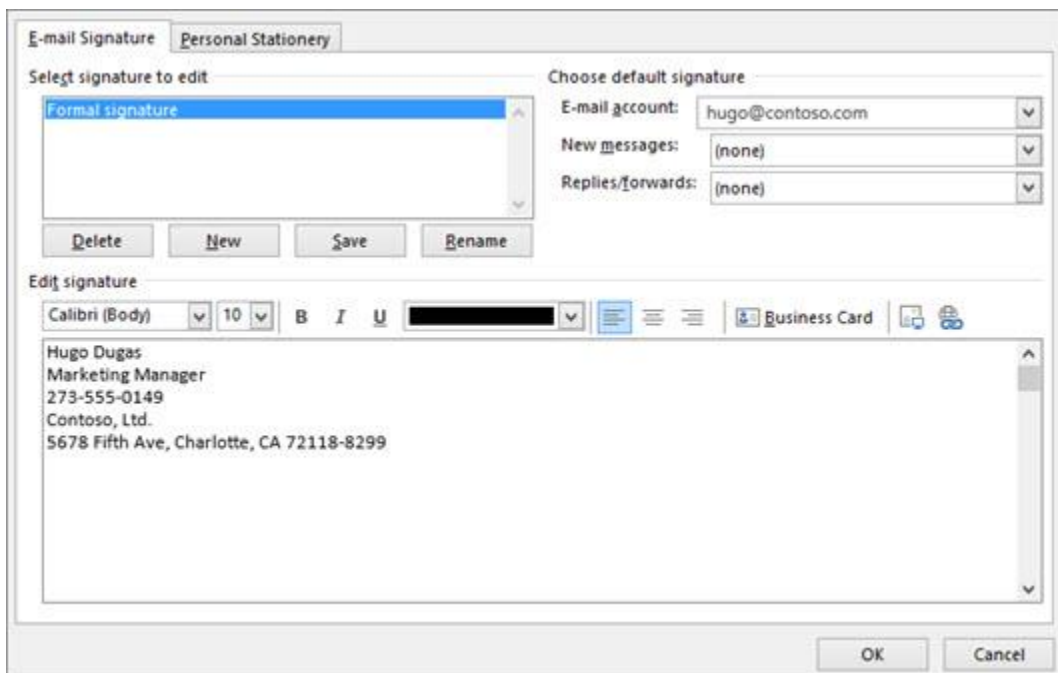
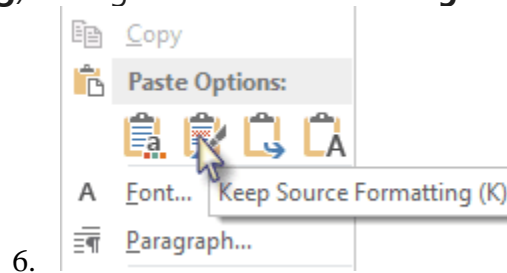
1. Edit the above signature to reflect your contact information.
2. Open a new email message.
3. On the **Message** menu, select **Signature** > **Signatures**.

Depending on the size of your Outlook window and whether you're

composing a new email message or a reply or forward, the **Message** menu and the **Signature** button might be in two different locations.



4. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a *name* for the signature.
5. Under **Edit signature**, Copy the signature template and paste (use **keep source formatting**) the signature into the **Edit signature** box.

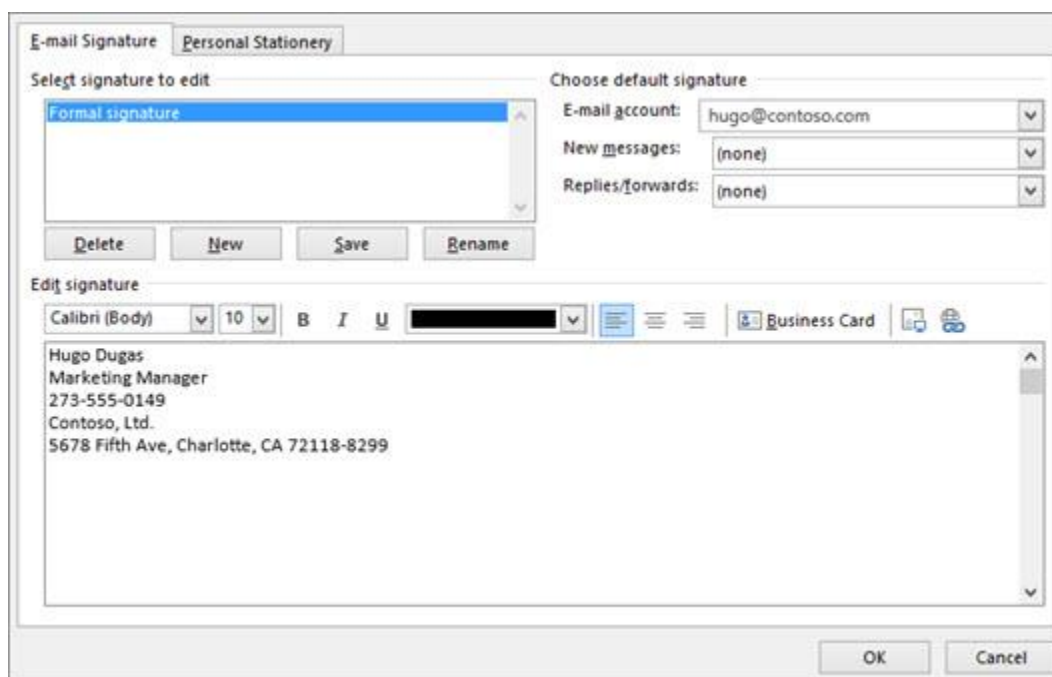


7. Under **Choose default signature**, set the following options for your signature:

In the **E-mail account** drop-down box, choose an email account to associate with the signature. You can have different signatures for each email account.

If you want your signature added to all new messages by default, select one of your signatures in the New Messages drop-down box. If you don't want to add a signature to new messages automatically, choose (none). This doesn't add a signature to any messages you reply to or forward.

If you want your signature to appear in the messages you reply to and forward, select one of your signatures in the Replies/forwards drop-down. Otherwise, accept the default option of (none).



8. Choose **OK** to save your new signature and return to your message. Outlook doesn't add your new signature to the message you opened in Step 1, even if you chose to apply the signature to all new messages. You'll have to add the signature manually to this one message. All future messages will have the signature added automatically.