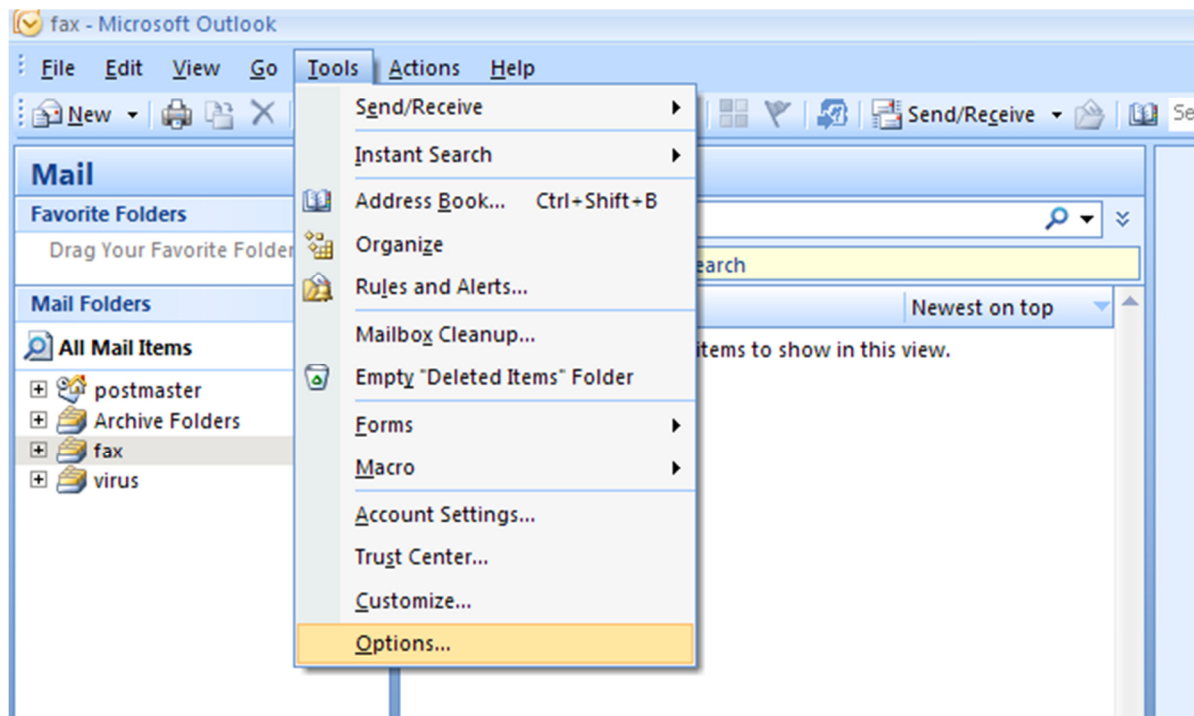


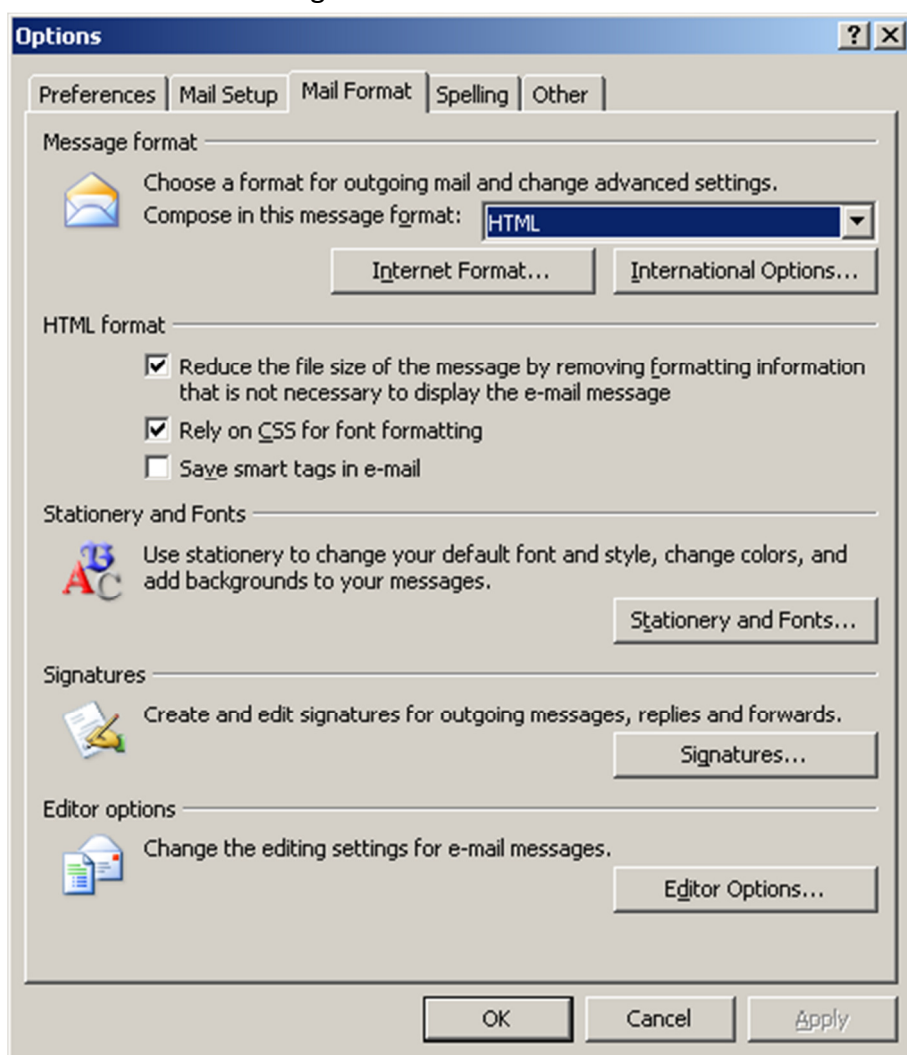
Microsoft Office Outlook 2007 / 2010 Email Signature Setup

Outlook 2007

Select Tools -> Options

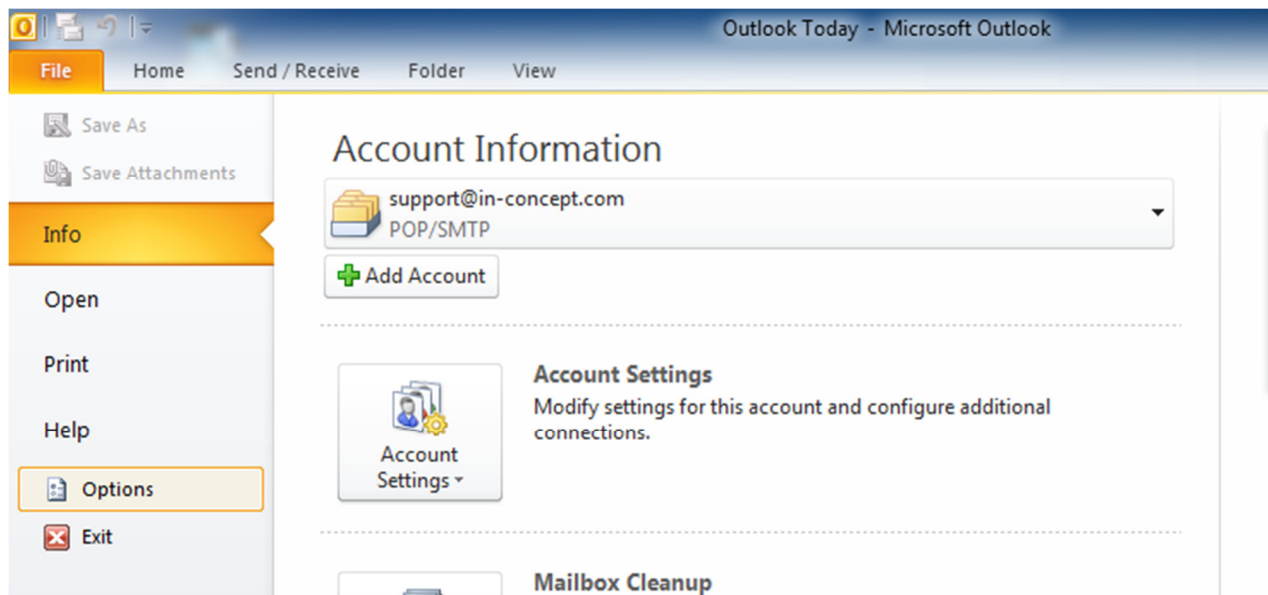


Select Mail Format -> Signatures

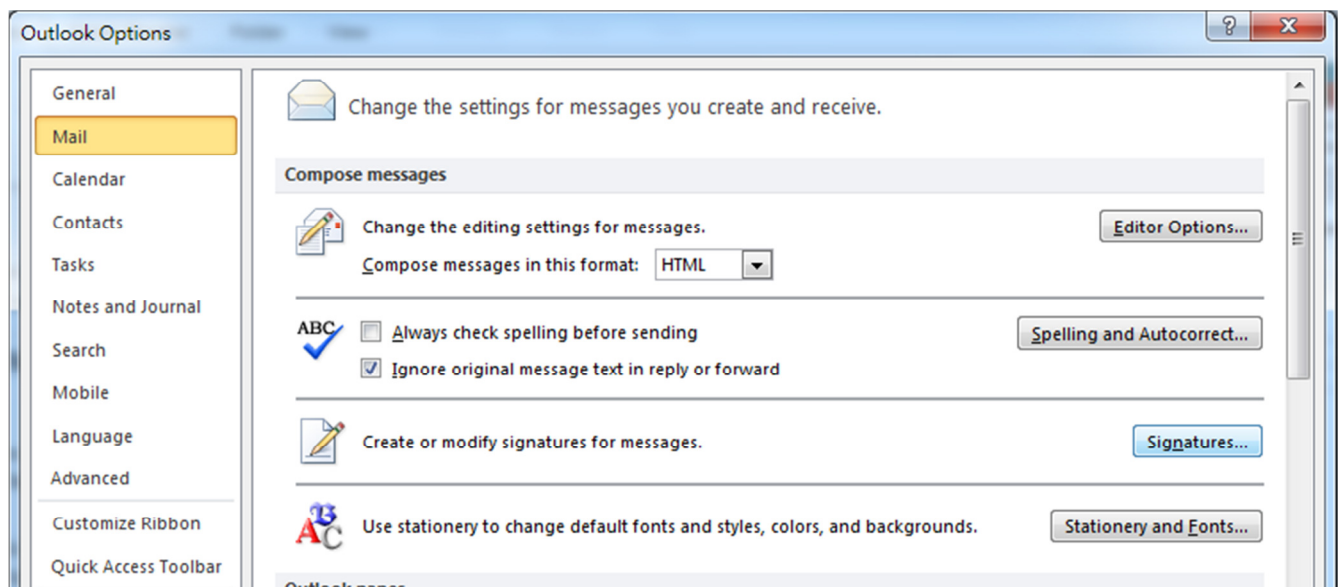


Office 2010

Click File -> Options

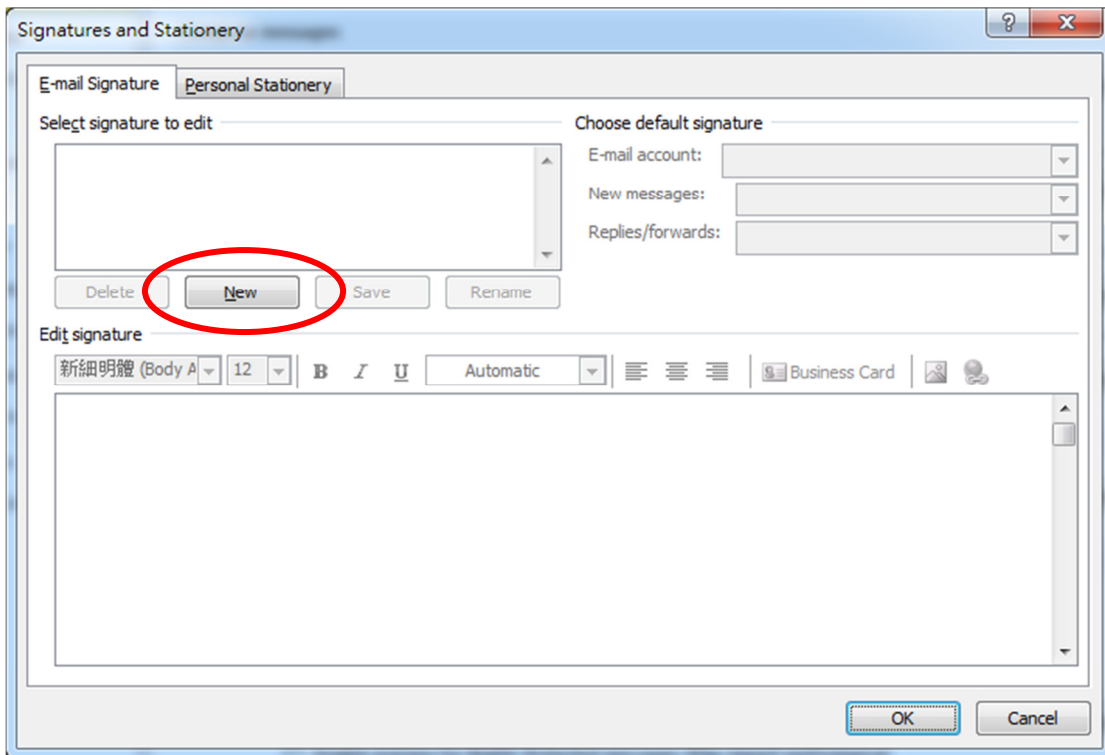


Select Mail -> Signatures



** In the Signatures and Stationery, outlook 2007 and 2010 is the same setting.

Click New

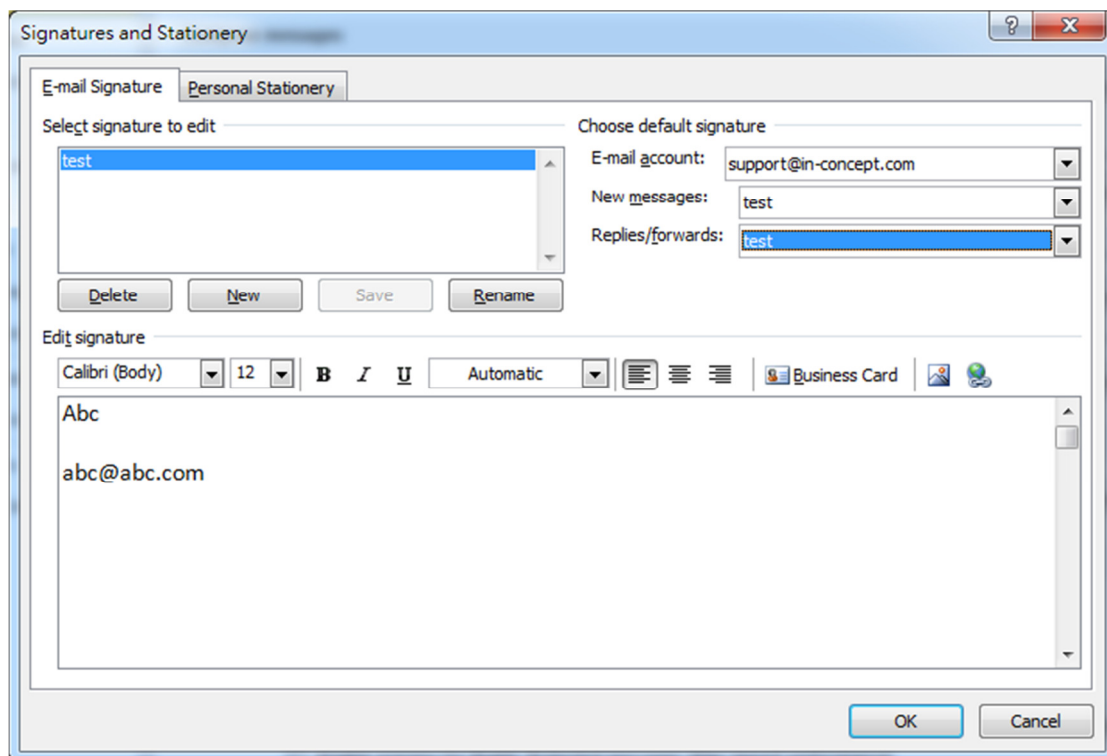


Type your new signature name and click OK



In the Edit signature, input your signature information.

You can choose your create signature at the “Choose default signature”. Then click OK.



Now you can use your e-mail signature.

