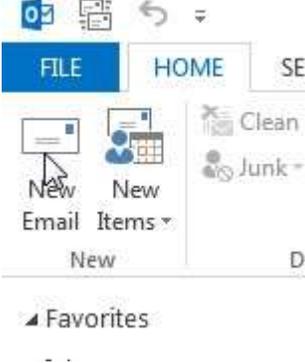
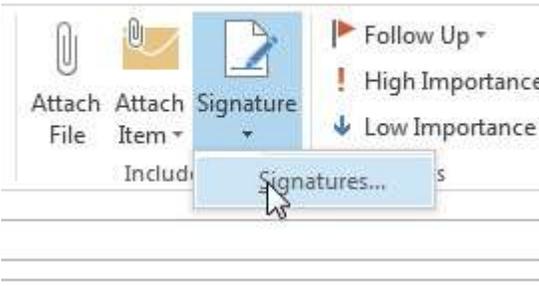
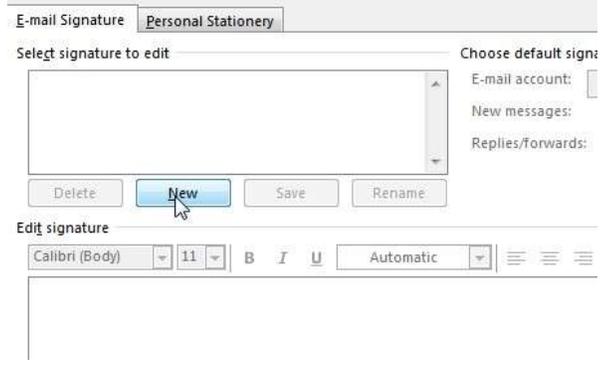
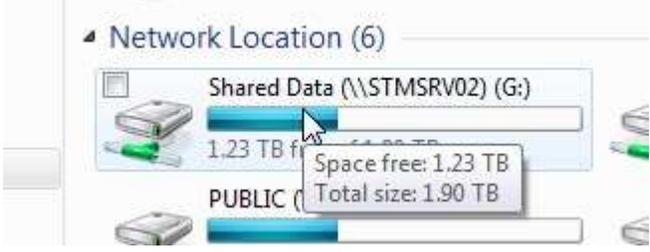
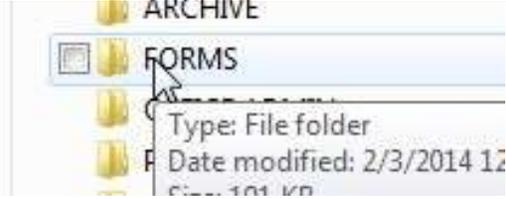
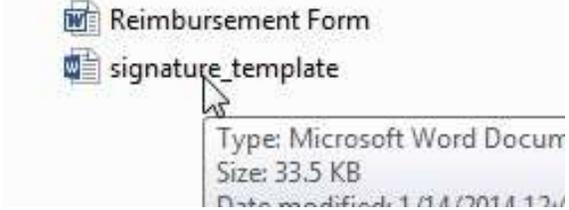


PURPOSE: The purpose of this procedure is to demonstrate how add a Signature to your email in outlook.

OPERATING SYSTEM: Windows 7 is demonstrated in this procedure with Office 2013, but similar steps can be taken with Windows XP and Vista and Office 2010.

PROCESS STEP	REFERENCE IMAGE	
<p>STEP 1: After logging into your system, open Outlook Desktop.</p>		
<p>STEP 2: Create a new message</p>		
<p>STEP 3: Click on Signatures</p>		

<p>Step 4: Select NEW</p>		
<p>Step 5: Name the Signature and click OK</p>		
<p>Step 6: Click on the START Button</p>		
<p>Step 7: Select Computer</p>		
<p>Step 8: Select the SHARED drive</p>		

<p>Step 9: : Select the FORMS folder</p>			
<p>Step 10: : OPEN the signature template file</p>			
<p>Step 11: Select all the information in the file.</p>			
<p>Step 12: COPY the information</p>			
<p>Step 13: Go back to the OUTLOOK signature box.</p>			

<p>Step 14: : Paste the information from the WORD file using the CTRL + V buttons</p> <p>Update the information to include your name and email in the signature!</p>		 <p>Mike Throm, Title St. Thomas More Catholic School 920 Carmichael Street Chapel Hill, NC 27514 919-929-1546 Your_email@st-thomasmore.org</p> <p><i>Celebrating 50 Years of Catholic Education</i> <i>'Mission, Legacy & Community'</i></p>
<p>Step 15: Choose the signature for new messages and replies as needed.</p>		<p>Choose default signature</p> <p>E-mail account: MThrom@st-thomasmore.org</p> <p>New messages: signature</p> <p>Replies/forwards: (none)</p>
<p>Step 16: Save your signature by clicking OK.</p>		