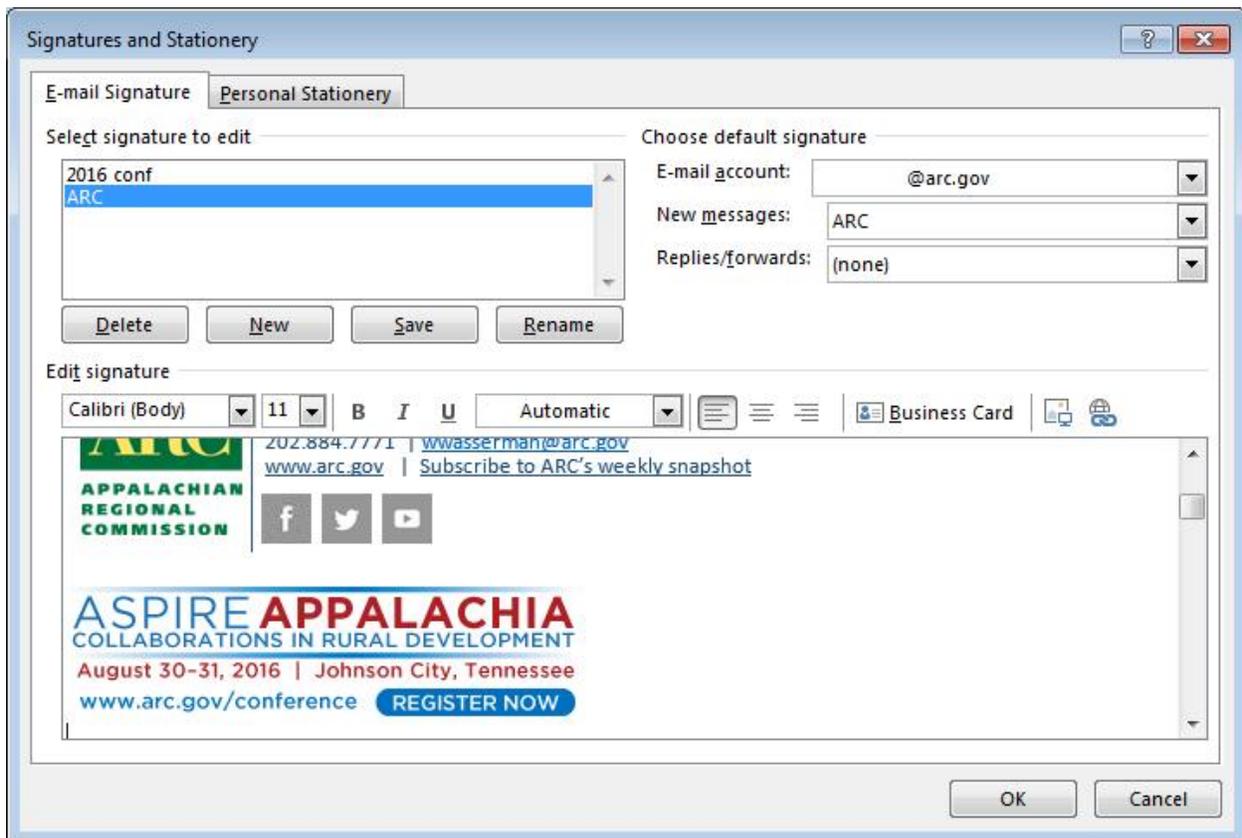


**To append your current email signature:**

1. Copy the conference graphic above
2. In Outlook click the File tab
3. Click Options in the menu list on the left side of the Account Information screen.
4. On the dialog box, click Mail in the list of options on the left side of the dialog box.
5. On the Mail screen, click the Signatures Button on the right in the Compose Messages section.
6. Paste conference graphic under your current signature in the Edit signature box and click OK, click OK again



**To create a new email signature:**

1. Copy the conference graphic above
2. In Outlook click the File tab.
3. Click Options in the menu list on the left side of the Account Information screen.
4. On the dialog box, click Mail in the list of options on the left side of the dialog box.

5. On the Mail screen, click the Signatures Button in the Compose Messages section.
6. Click New under the “Select signature to edit” box on the Signatures and Stationery dialog box.
7. In the new signature box, enter a descriptive name in the edit box and click OK.
8. Under “Choose Default Signature” on the right side, select the new signature name.
9. Paste conference graphic in the Edit signature box and click OK, click OK again

