EMAIL SIGNATURE GUIDE

Please follow this guide to setup your signature on your Outlook.

EMAIL SIGNATURE GUIDE

## Document Information

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| Document Name | **E-mail Signature Guide**  |
| Date | **27/09/2023**  |
| Author  | **Max Proctor** |
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## Document Control

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| Date | Author | Version | Details |
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## Review

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| --- | --- | --- | --- |
| Date | Name | Role | Email |
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## Distribution

|  |  |
| --- | --- |
| Date | Name / Location |
|  |  |
|  |  |
|  |  |

Step 3

Click on the **Primary VPN** and click **Connect**

Step 2

Click the Wi-Fi globe icon and connect to either Cowplain **EA BCP 1 or 2**

# **eMAIL SIGNATURE GUIDE**

## sTEP 1: nEW EMAIL



At the top of your Outlook, please press ‘New Email’ as shown in the red box above.



## Step 2: Signature



Please press ‘Include’ as displayed in the red box.



Please press ‘Signature’ as displayed in the red box.



Alternatively, please press ‘Signature’ as shown in the red box.



Please press ‘Signatures’ as displayed in the red box.

## Step 3: new signature



Please press ‘New’ as displayed in the red box above.



Please choose a name for this signature. For example: ‘Signature 1’.

## Step 4: Adding signature



Please use the template below. Once you have filled it out, please paste it into the box highlighted in Red.

Then press ‘OK’.

## STep 5: signature template

Highlight all the above information and press ‘copy’ or ‘ctrl c’.

Then paste this into Edit Signature blank box, then press ‘Save’ and ‘Ok’.



Once you have typed your Email, press ‘Signature’.

It will look like this: