EMAIL SIGNATURE GUIDE

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

EMAIL SIGNATURE GUIDE

## Document Information

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| Author | **Max Proctor** |
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## Document Control

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| Date | Author | Version | Details |
| 27/09/23 | **Max Proctor** | 1.0 | Document Creation |
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## Review

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

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

A screenshot of a computer

Description automatically generated

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

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## Step 2: Signature

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

A screenshot of a computer

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

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

A screenshot of a computer

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

## Step 3: new signature

A screenshot of a computer

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

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

## Step 4: Adding signature

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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’.

A screenshot of a computer

Description automatically generated

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

It will look like this: