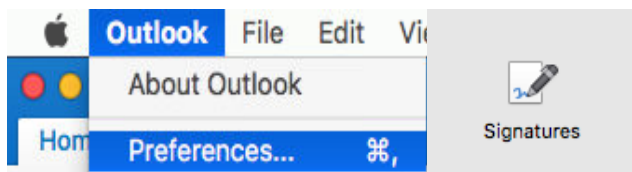

Setting Up Signature for Outlook Mac

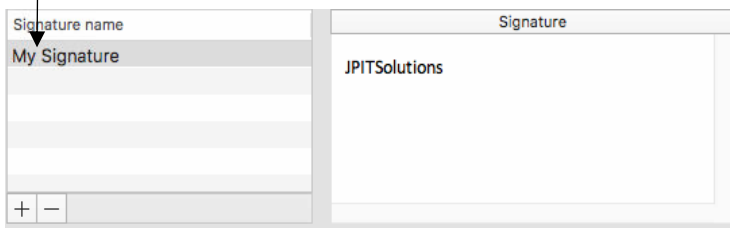
1. On the **Outlook** menu, click **Preferences**. Then Select **Signatures**.



2. Click **Add a signature (+)**, A new signature appears under **Signature name** with the name **Untitled**.



3. Double-click **Untitled**, and then type a name for the signature. This name does not appear in the signature in your messages; it is only for your reference.



4. Once you have created your signature you can then set this for **replies/forwards** and **new messages**.

