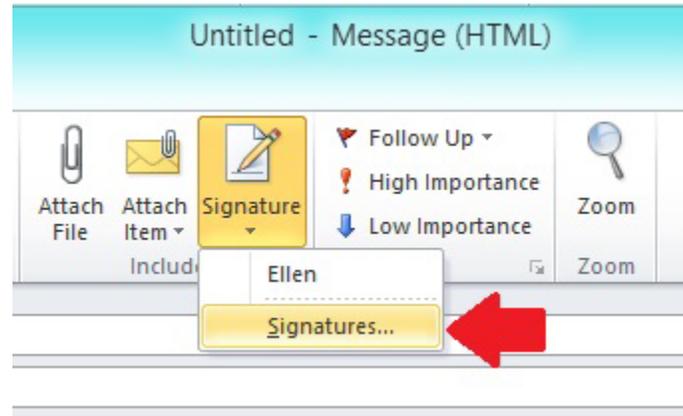


# Changing Email Signature

1. Open Outlook and Click "New E-Mail"
2. Click on the "Signature" button and then choose "Signatures" below.



3. Choose which signature you want to edit. Then copy and paste the signature from N:\BHC Style Guide\Email Signature Format into the text box, replacing any text that may have been there before. Change the name and contact information to your own. Then make sure that signature is selected in the "New Messages" box. You don't have to have a signature in the "Replies/Forwards" box, but if you use one, it should be the same one. When done, click "OK"

