

1. Go to your Outlook email
2. Go to File – Options – Mail and then click on Signatures (on the right)
3. If you have an existing signature click delete
4. To create the new signature click “New” and name the Signature (you can just put your name here)
5. Go to the Word document for your location and copy the entire text box
6. Paste the text box in the signature location of Outlook
7. Change the name to your name along with the phone number and email
8. When you change the email hit the space bar and this will create a hyperlink
9. For this signature design we do not want a hyperlink so in order to get rid of it permanently you must do the following:
  - a. Using your cursor highlight the link
  - b. On the top menu where you can edit the font and color, look to the far-right end and you will see a world with a link logo. Click on that.
  - c. When that window opens, you will look at the bottom right corner and click on the box “Remove Link” – the window should automatically close.
11. Don't forget to hit SAVE!!!!