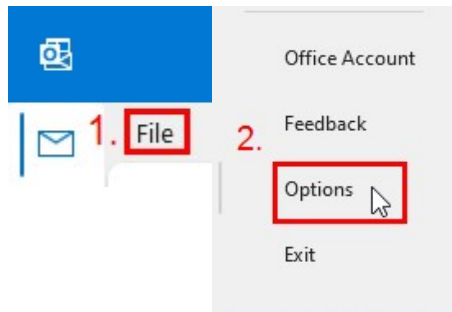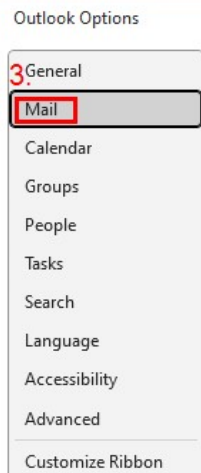# Tips & Tricks Weekly

## How to update your Signature in Outlook
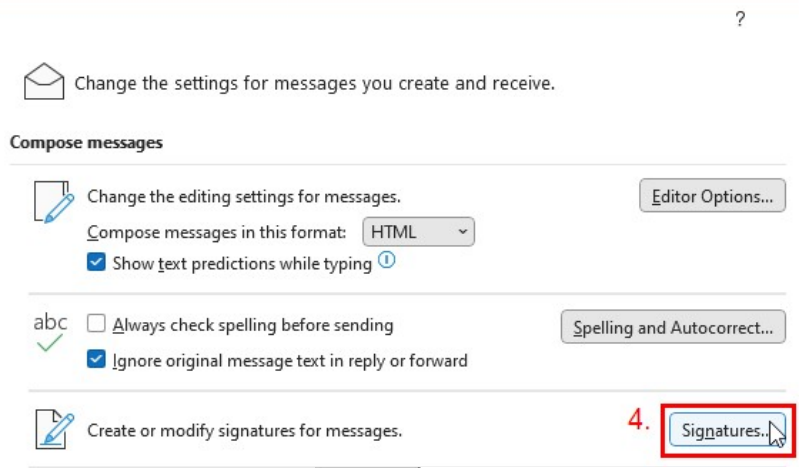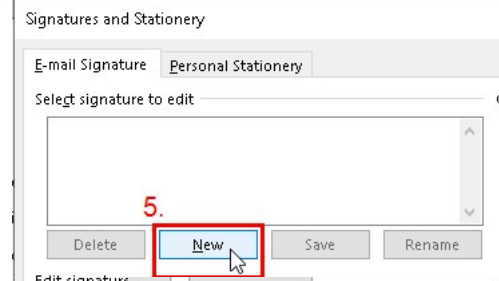
1. Click on File.

2. Click on Options.

3. Click on Mail.
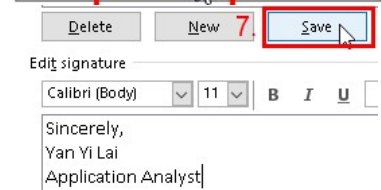
4. Click on Signatures.

5. Click on New.

6. Type in the name of the signature you want. Click OK.

7. Fill out your Signature in the Edit signature box. Click Save.

8. Make sure your default signature is on for New messages and Replies/forwards.