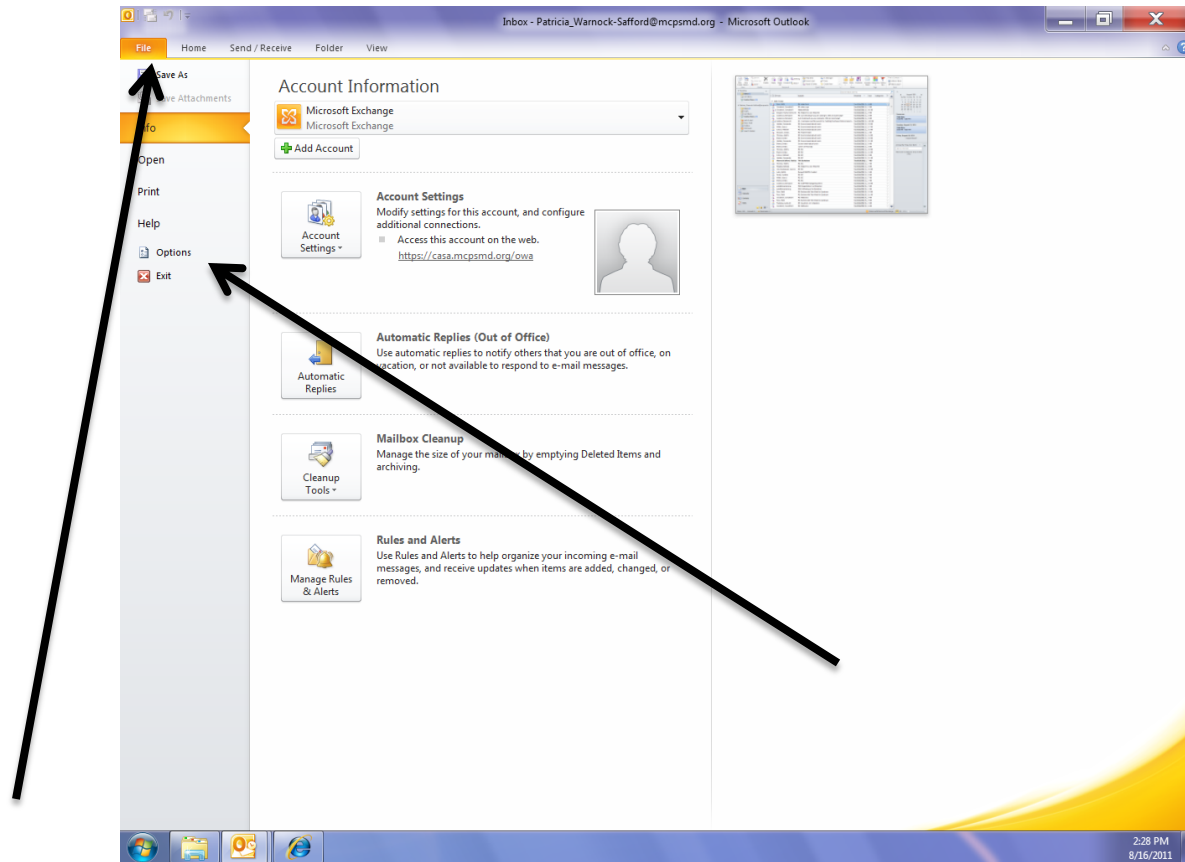
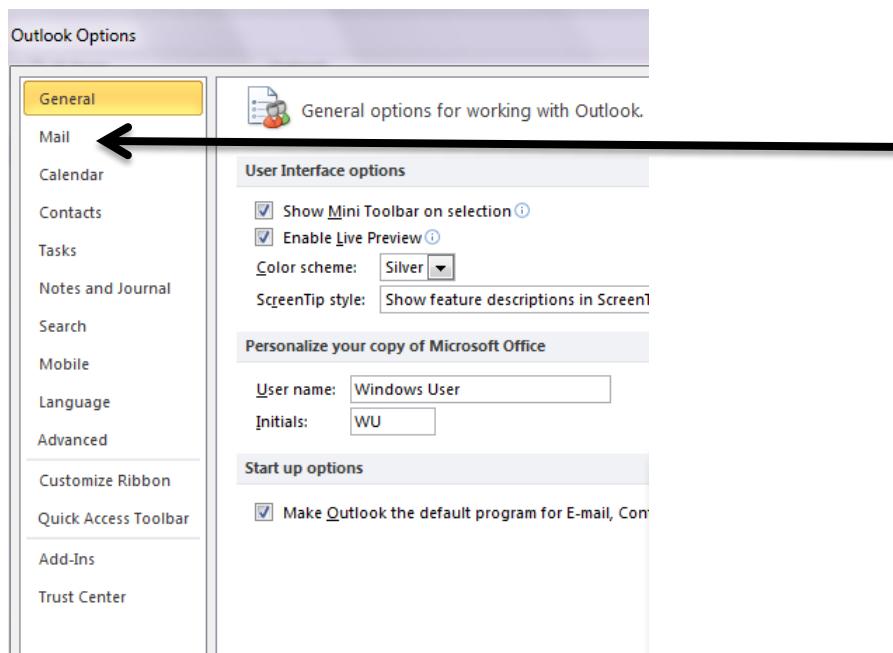


TO EDIT YOUR SIGNATURE ON OUTLOOK – TECH MOD 2011

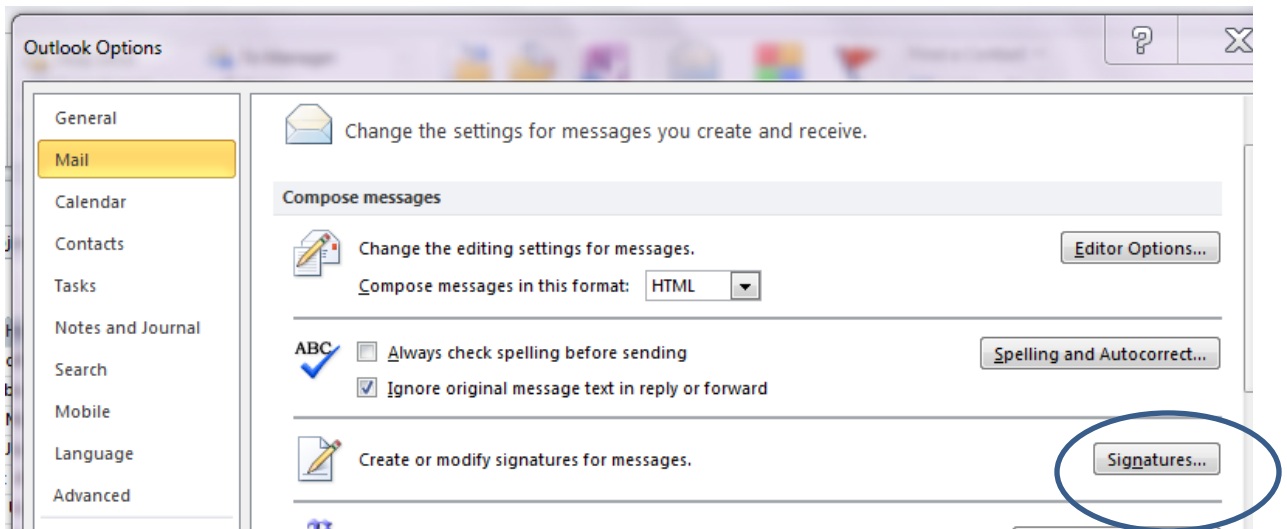
1. Click on “File” at the top of the page. Then click on “Options”.



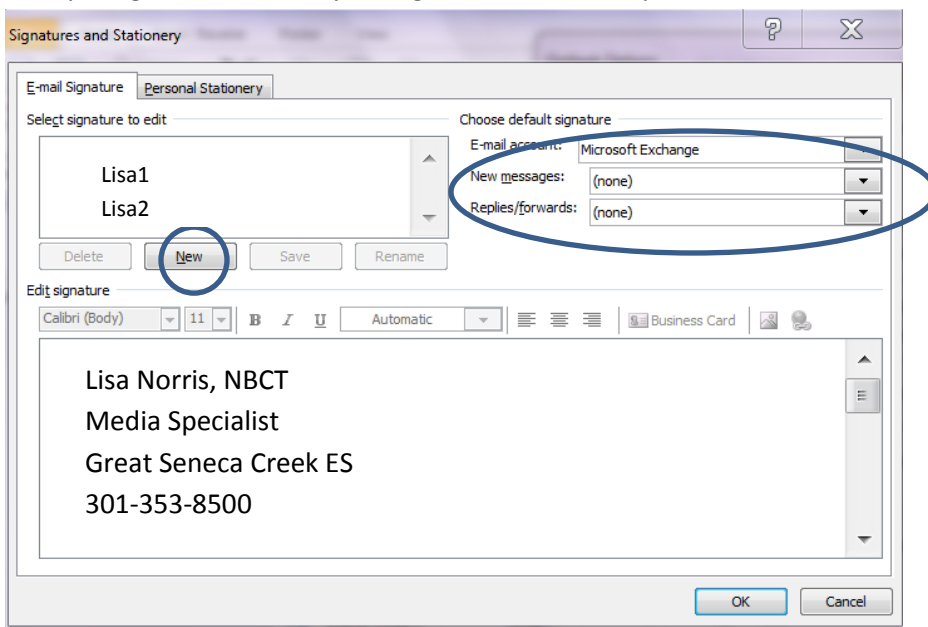
2. Click on “Mail”.



3. Click on "Signatures".



4. Click on "New" to make a new signature. A small box will appear. You have the option to make multiple signatures. Name your signature. For example, "Lisa1". Save.



5. Then type your name, your position, your school, and phone # in the Edit Signature box as you would like it to appear in your emails. Finally, use the drop down menu next to "New Message" and "Replies/forwards" to select the signature (ex. Lisa1 or Lisa2) you want to use. Click "OK" when you are done.