Outlook Signature

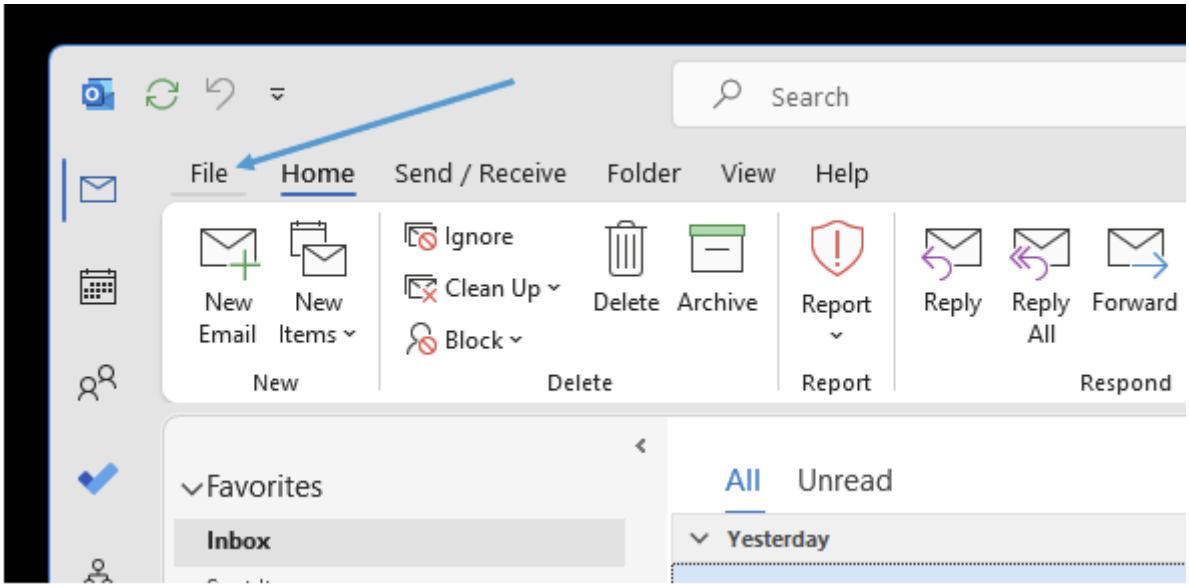
- Adding signature to Outlook Classic

Adding signature to Outlook Classic

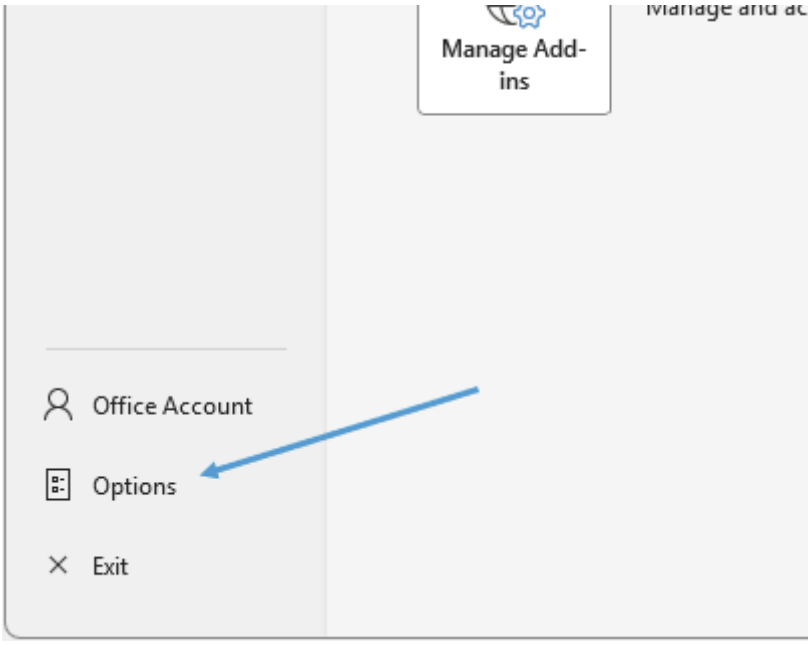
Open Outlook on your desktop



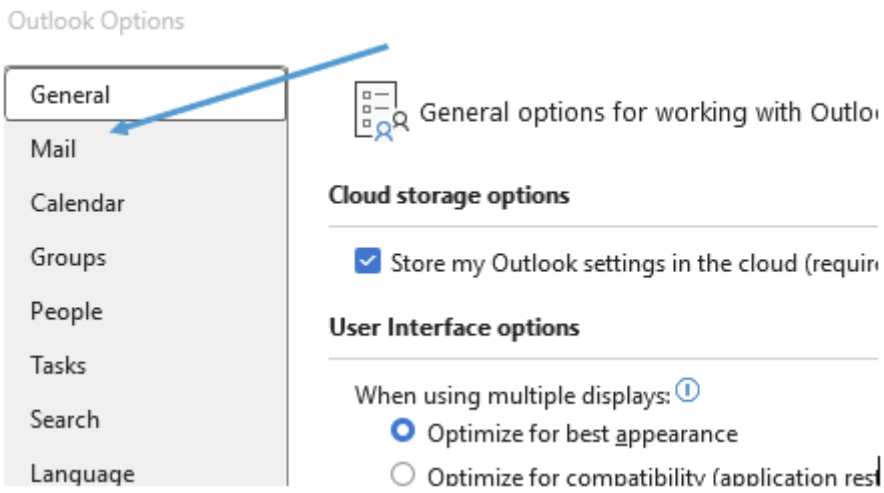
Head to 'File' at the top left



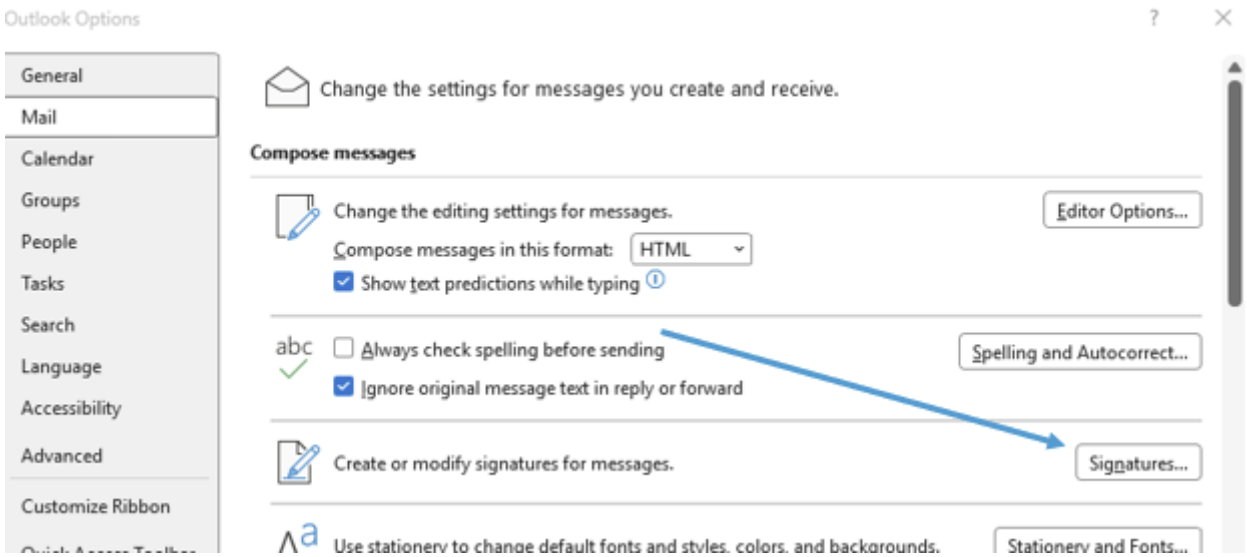
Go to 'Options' at the bottom



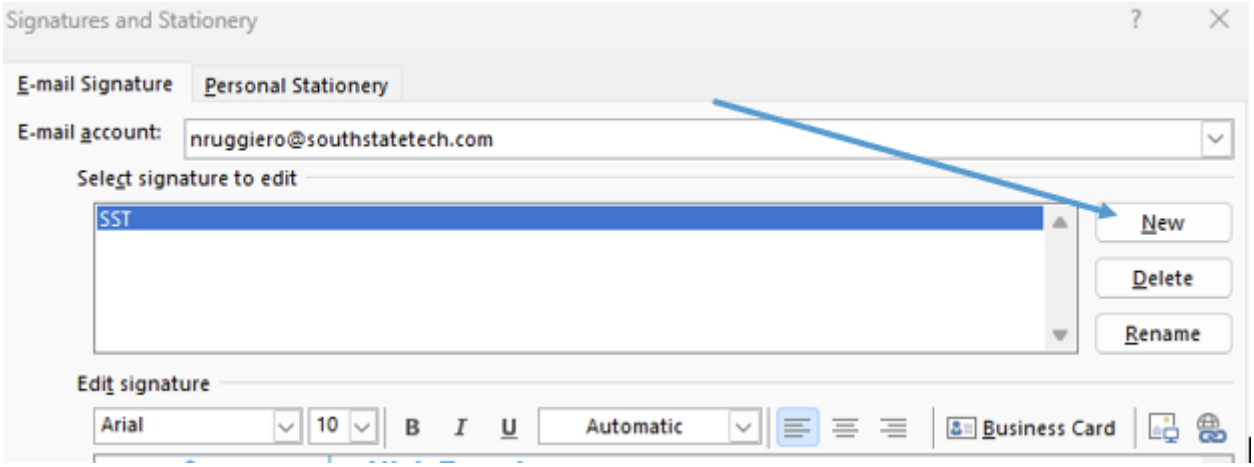
In the popup head to the 'Mail' section



Then click on 'Signatures'



Create a new signature



Once created, make it the default signature for new messages and replies- then click OK

