

Outlook Email Signature Settings

For Outlook email, signature must be as follows:

[Name]

[Position]

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DISCLAIMER

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To add signature(s):

1. Open a new email message.
2. Select **Signature > Signatures** from the **Message** menu.
3. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a *name* for the signature.
4. Under **Edit signature**, compose your signature. Copy and Paste the above signature and add necessary items.