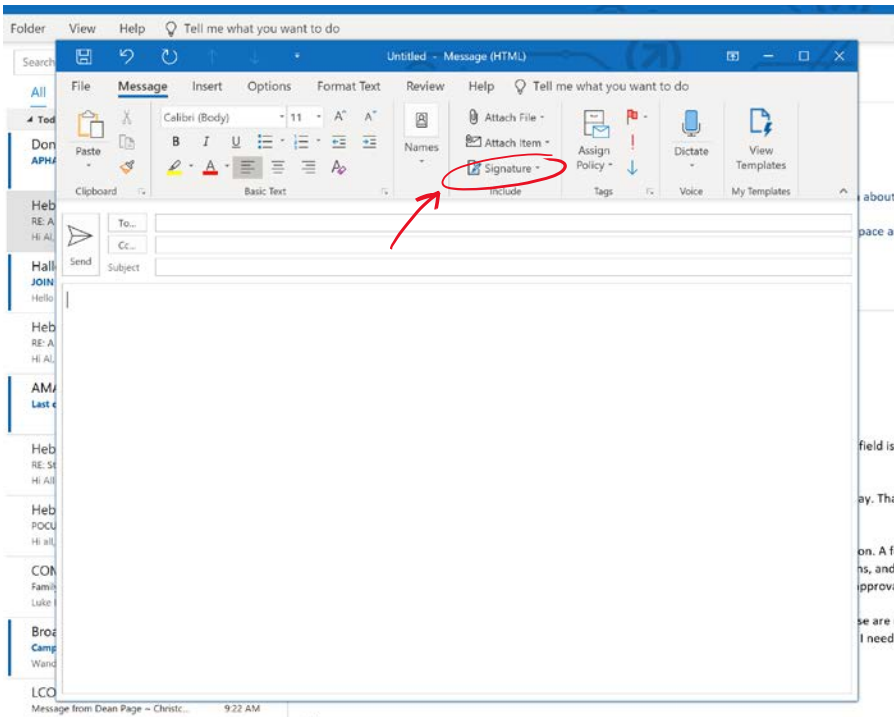
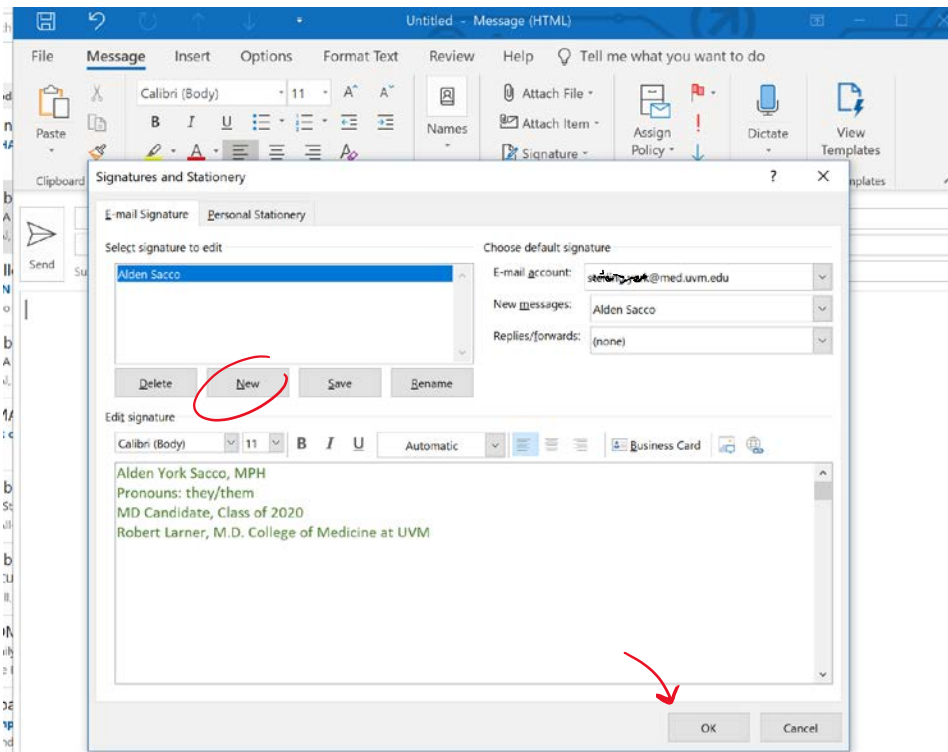


How to change your email signature in Microsoft Outlook, Option #1:

1. Click “New Email” in the top left corner of your Outlook, as if you were composing a new email.
2. Click the “Signature” dropdown in the new email message, and choose “Signatures...” from the dropdown menu.

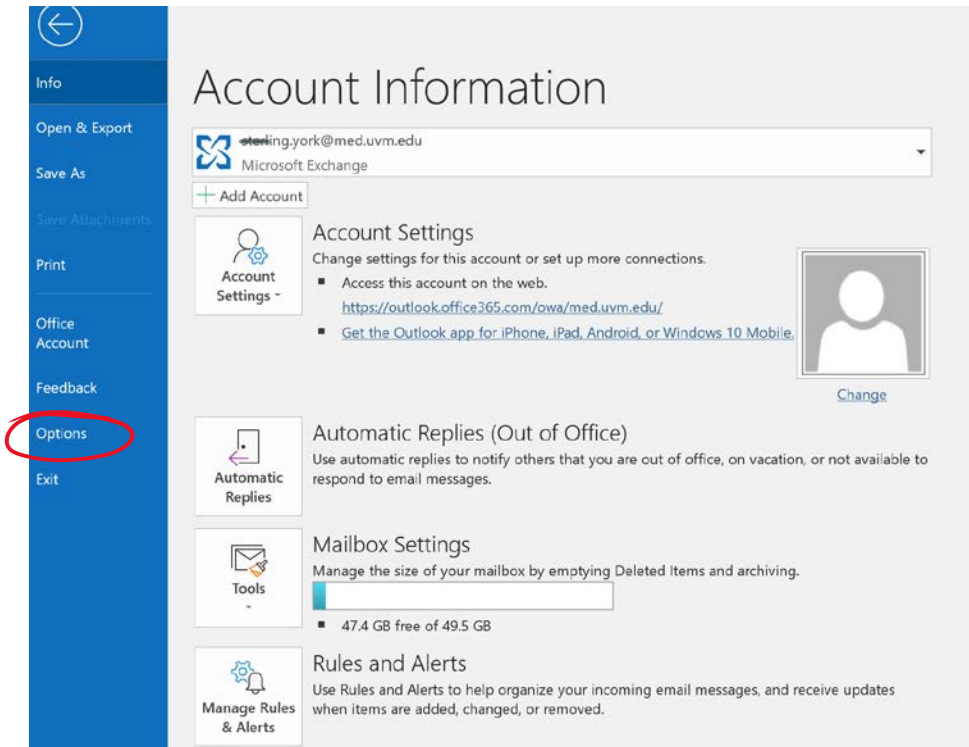


3. Click “New” to create a new signature, add your signature and pronouns into the “Edit Signature” window, and click “OK” at the bottom right of the window to save your signature. You do not need to send a new email to edit your signature using this method.

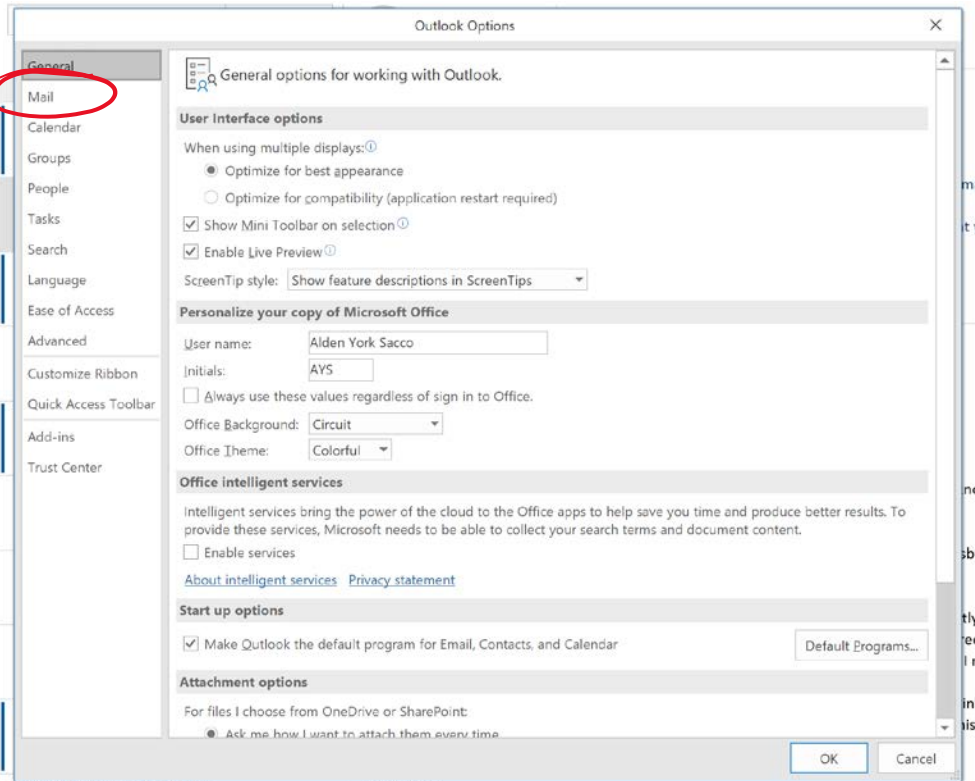


How to change your email signature in Microsoft Outlook, Option #2:

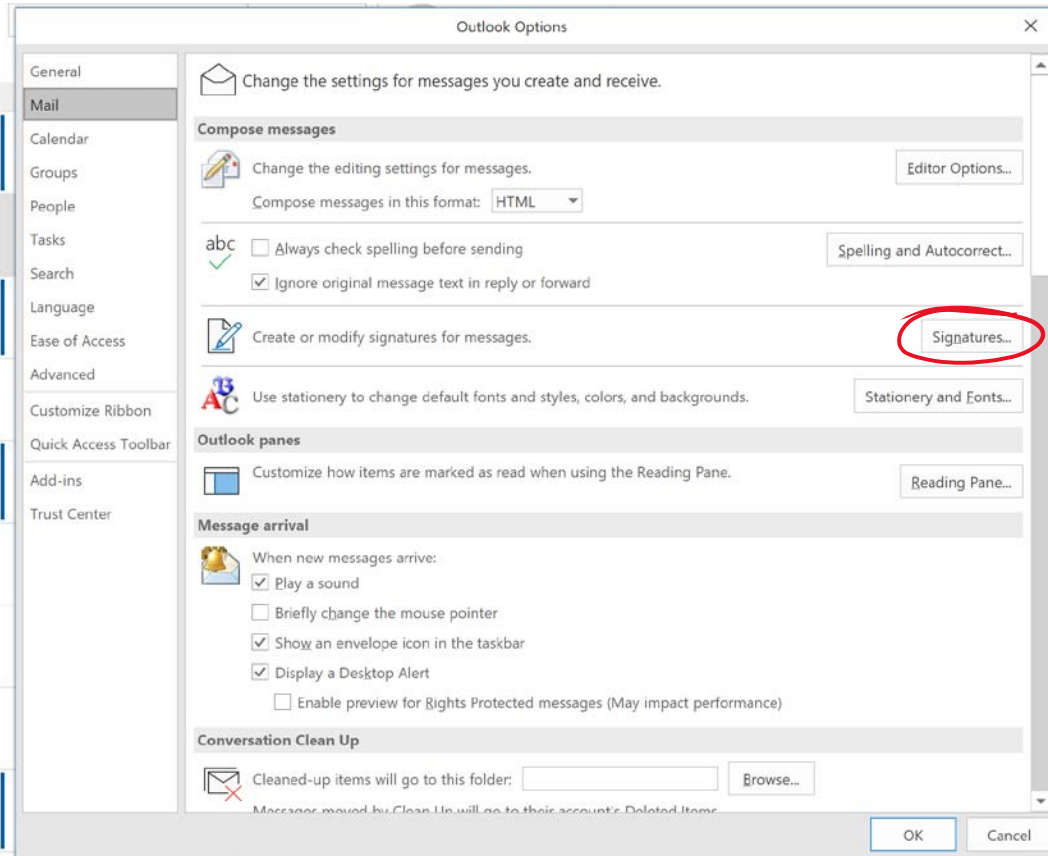
1. Click "File" at the top of your Outlook, and then click "Options" on the sidebar.



2. Click "Mail" on the sidebar.



3. Click the “Signatures...” button beside “Create or modify signatures for messages.”



4. Add or Edit your signature and pronouns in the same way as explained in step 3 of Method #1.