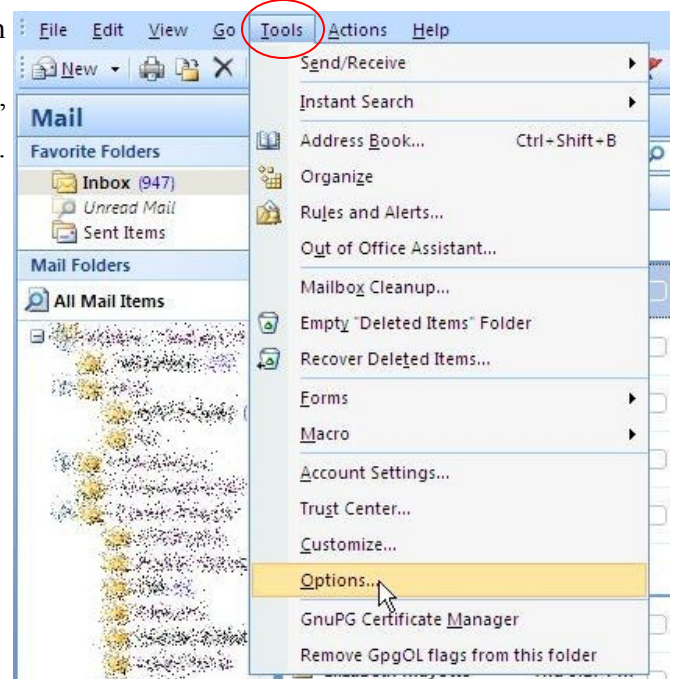
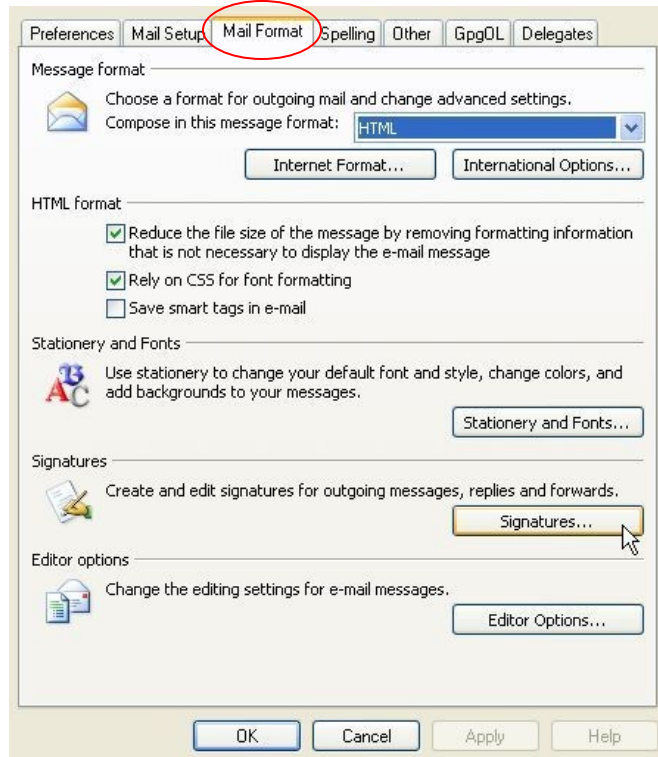


Changing Your Email Signature In MS Outlook

To change your email signature in MS Outlook, please follow the steps below:

- Select “**T**ools” from the main menu bar and click on “**O**ptions”
- A pop up window appears. Click on the “**M**ail Format” Tab and then click on the “**S**ignatures...” button.



- Your “**E**mail Signature” window appears. Select your Carey Signature (if you have more than one), place the cursor on the address and change your address and phone information. Click save and you are done. Please make sure that the Carey signature is selected as a default for “**N**ew messages” and “**R**eplies/**F**orwards”

