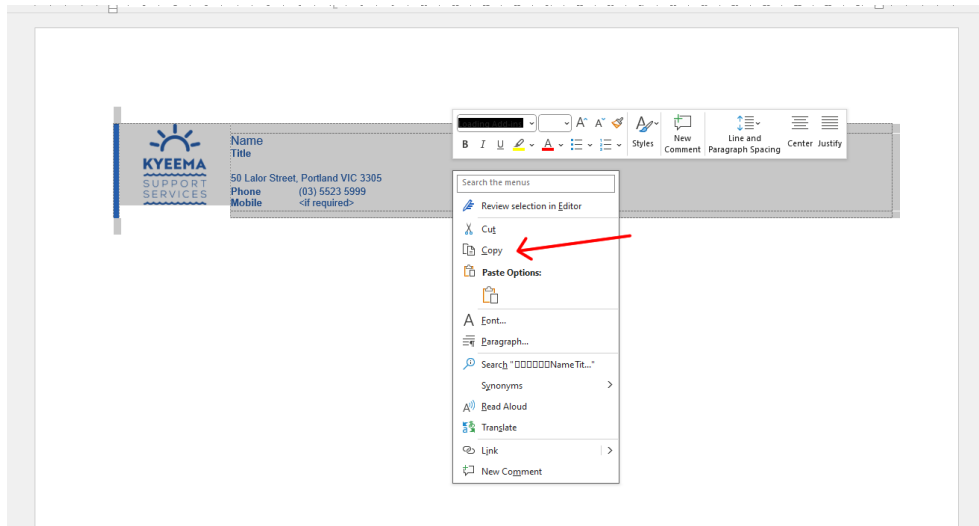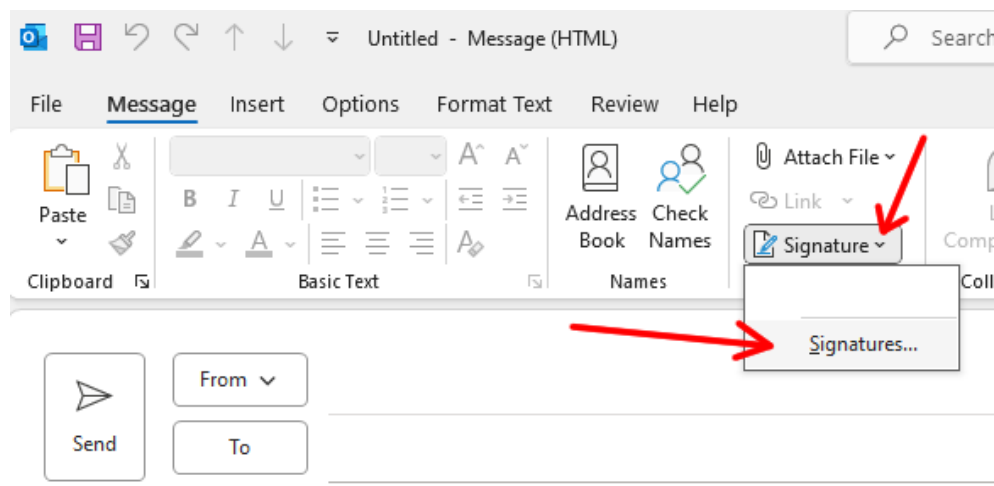# Applying an Email Signature to Microsoft Outlook

1. Open your signature in Microsoft Word
   (if you have not received a signature, please request one from reception or email admin@kyeema.com.au)

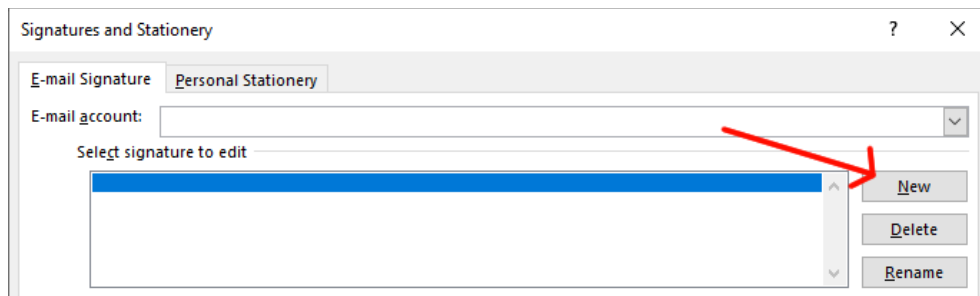2. Select the entire signature (or use ctrl+a), copy the selection (or use ctrl+c)

3. Open outlook, and create a new email

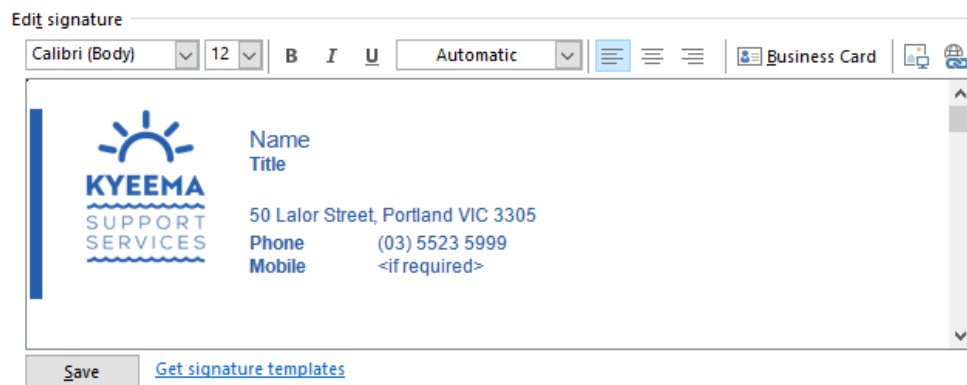4. Go to "message > signature > signatures…"

Applying an Email Signature to Microsoft Outlook

5. Select New, type a name and press OK

6. Right click in the edit signature box and select paste (or use ctrl+v)

7. Choose the new signature in both default dropdowns, then click OK

Your signature is now assigned, you may close the Signatures window and blank email.