MAIL SIGNATURE
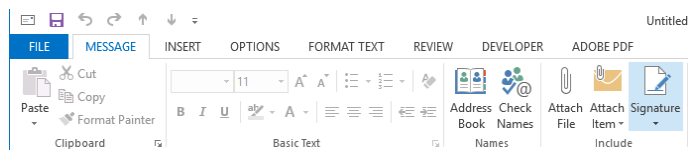
Open Outlook. Click on "New E-mail".
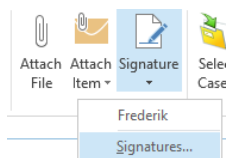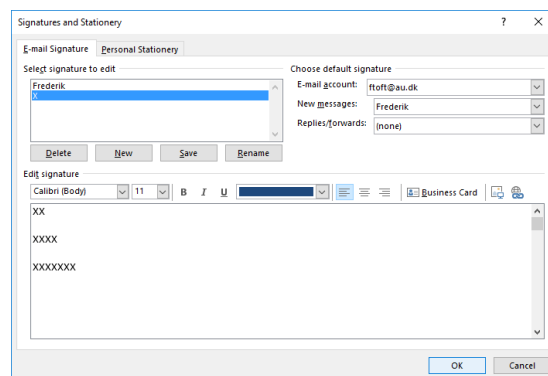
In the new window that comes up, click the button "Signature".

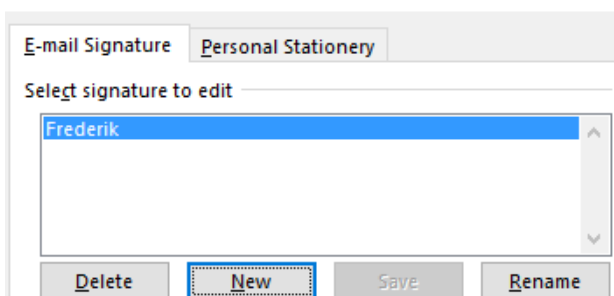A small menu bar is displayed under the button. Click on the menu point in the buttom "Signatures…".

It is possible to have more than one signature to choose from - for example, if you want to use one signature at work and one for private e-mails. To create a mail signature, click the button "New".

Enter a name and clik "OK".

Write your signature and click "OK".

Follow the same procedure to make one or more signatures. To the right in the window you can choose which signatures are to be used for both new messages and replies.
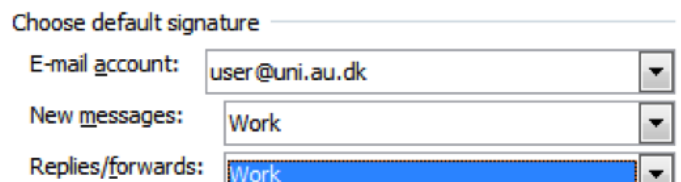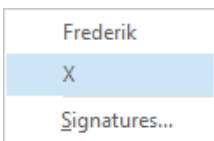
Click "OK" to save the new settings and close the window.

From now on in new e-mails, the default signature is automatically entered in your e-mails. To choose a different signature than the default one, click the button "Signature".
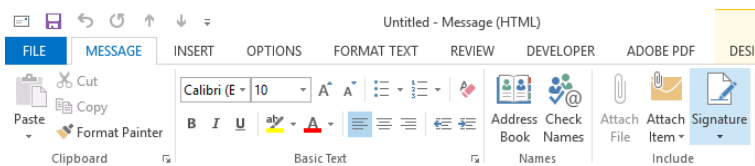
Choose between your signatures. Click the name of the signature you want to use.

The chosen signature is immediately displayed in the e-mail.