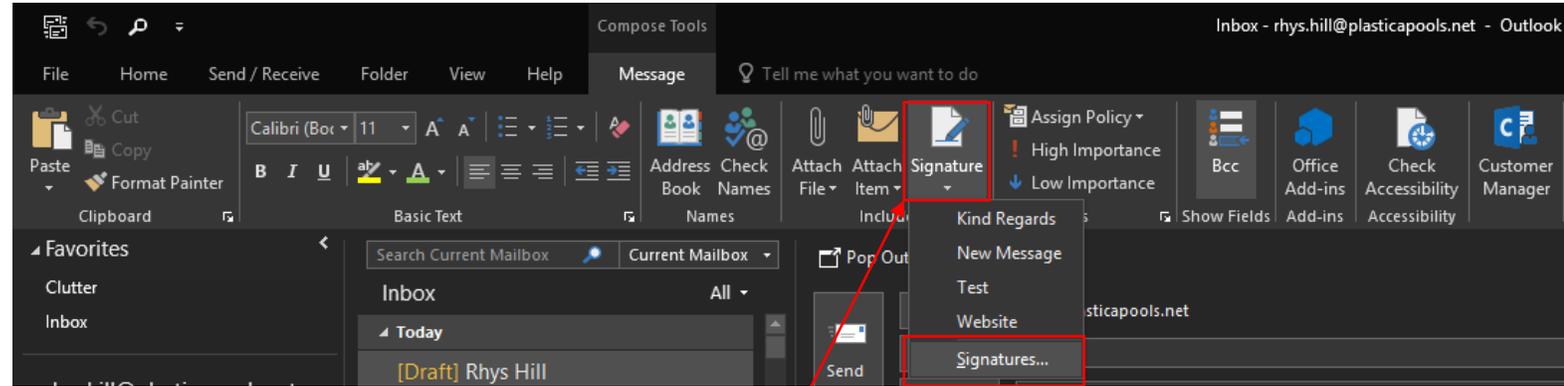
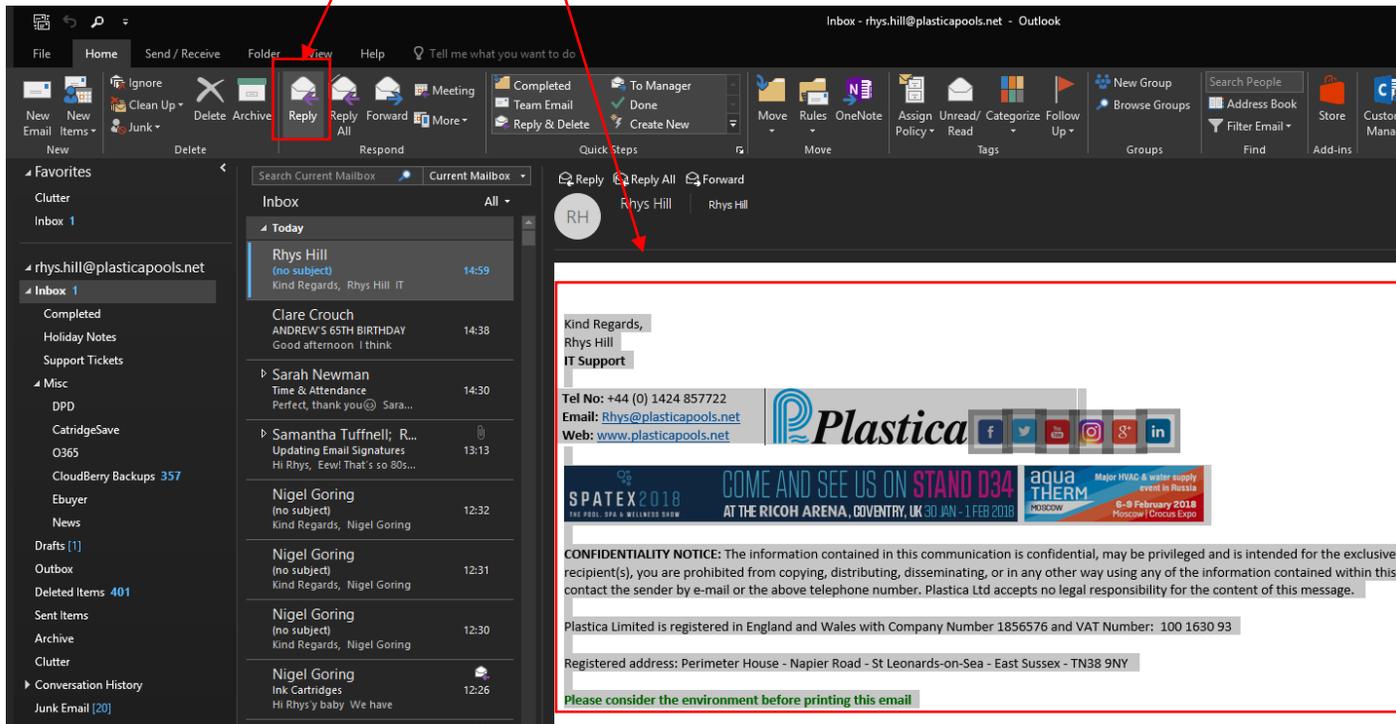


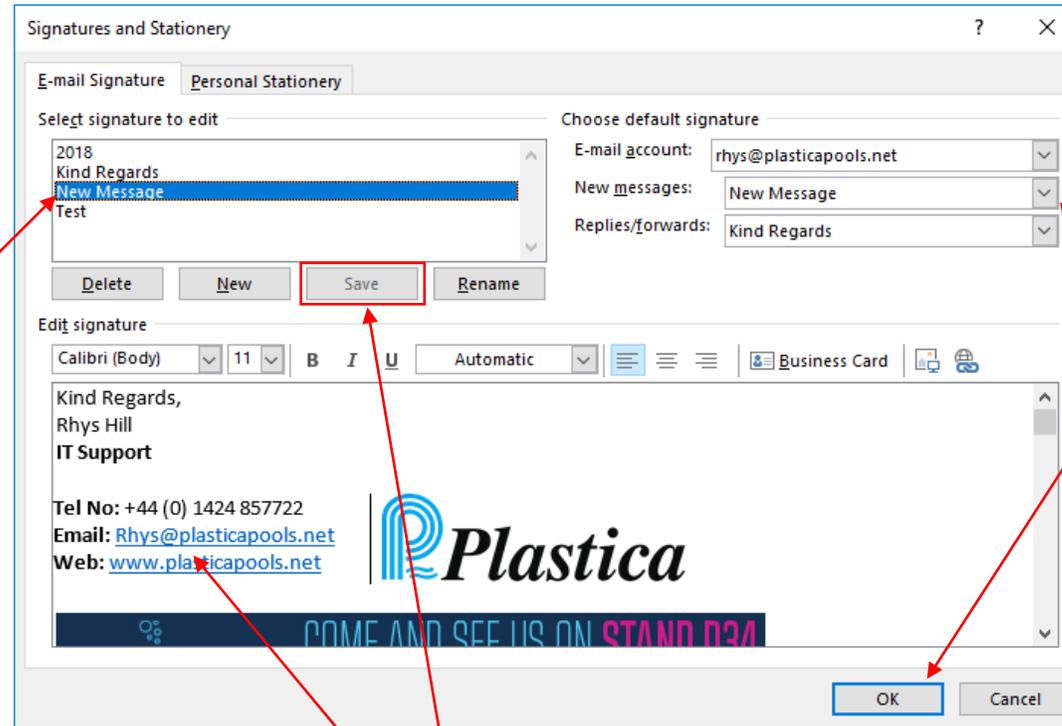
# Changing Email Signatures

1. Highlight Provided Signature > Right click > copy > click reply.



2. Once the reply email opens > click the arrow below "signature" > select "Signatures..."





3. Select your current signature from the list.

4. Paste the previously copied signature over the current one and amend any details (Name, Job Title, Telephone etc...), then click "save".

5. Make sure your new signature is selected in the "New Messages" drop down list, then Click "OK".