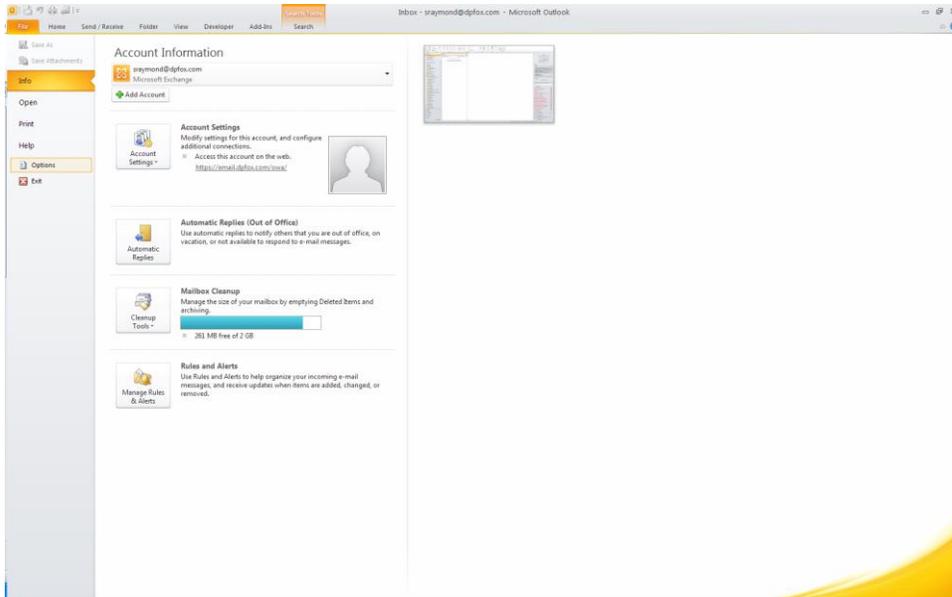


How to add a Signature Block to Microsoft Outlook:

Step 1 Pull up signature block templates at <http://www.dpfox.com/emailsignatures/SignatureBlock.html> or you can copy them from the original email.

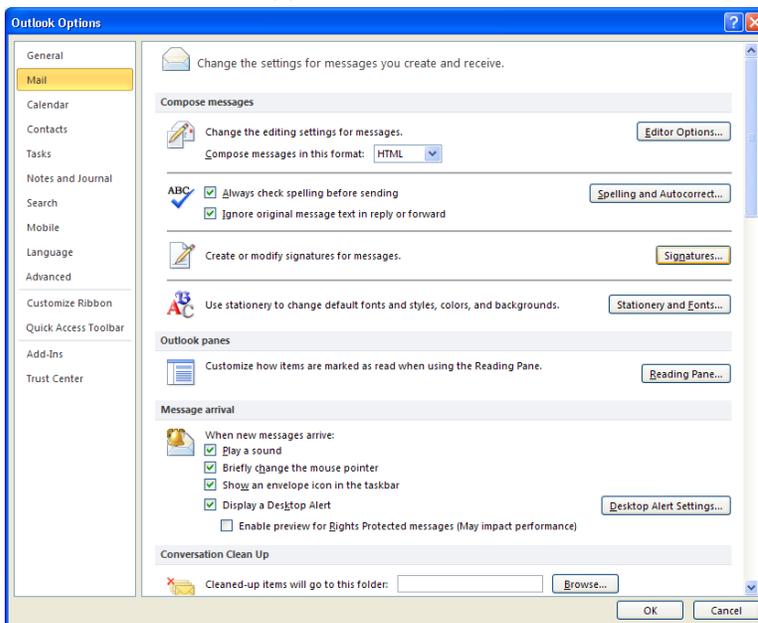
Step 2 Open Microsoft Outlook on your computer.



Step 3 Go to the File Tab (Top of the screen, first option.) Some versions of Microsoft Outlook may have a gear symbol next to a question mark that you need to click to access the next step.

Step 4 Select "Options" (Left hand side, towards the bottom.)

*A New Window will appear.



Step 5 Select "Mail" (Left hand side, 2nd option.)

Step 6 Click the "Signatures..." button

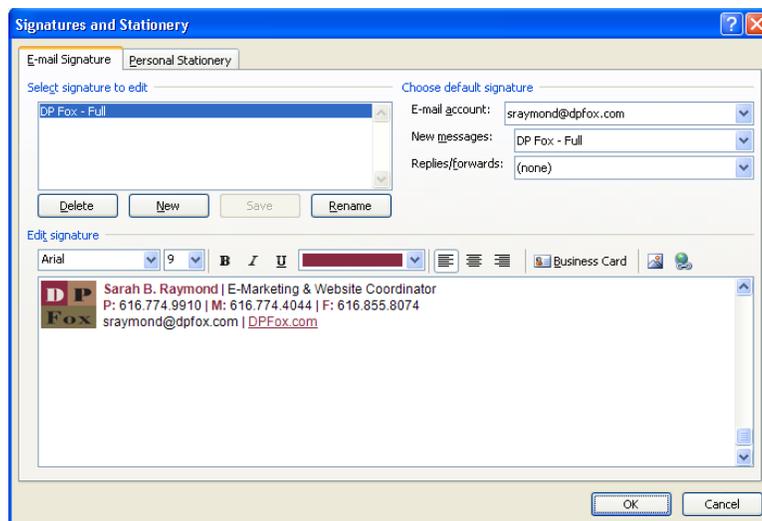
*A New Window will appear.

Step 7 If you DO NOT have a Current Signature, follow these steps and proceed to Step 8 when complete:

- A Select New (A “New Signature” box will pop up.)
- B Enter in a name. Ex. “DP Fox – Full”
- C Select Ok
- D Go back to the templates at <http://www.dpfox.com/emailsignatures/SignatureBlock.html> and highlight the signature block you would like to use.
- E Right click after you have highlighted the information and copy.
- F Go back to Microsoft Outlook and paste the signature block in the section under “Edit Signature”
- G Modify the information accordingly.
- H Select Save

If you DO have a Current Signature, follow these steps and proceed to Step 8 when complete:

- A Select the signature that you would like to edit.
- B Remove the current signature located in the “Edit Signature” section.
- D Go back to the templates at <http://www.dpfox.com/emailsignatures/SignatureBlock.html> and highlight the signature block you would like to use.
- E Right click after you have highlighted the information and copy.
- F Go back to Microsoft Outlook and paste the signature block in the section under “Edit Signature”
- G Modify the information accordingly.
- H Select Save



Step 8 New messages and Replies/forwards default to none. If you would like to use one of your signature blocks, select the corresponding signature from the drop down menu.

Step 9 Select OK