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Email-Signature Instructions for Outlook

1. Select the table and copy it – this is incase you need to revert to the original table.



1. Replace content with personal information. Ensure email is linked to to the correct email (right click the email, then select edit hyperlink). It should look like this:



1. Save the file with both the original and your personalized signature. **Copy the personalized table like in step 1**. Open outlook and select new email.\



1. Then select “Signatures…” from the signature dropdown



1. Create a new email signature named Mission or Mission2020 and paste in the personalized email signature you copied in step 3. Replicate the default signature settings as shown below (circled).



1. Save and press OK. Close the window and open a new e-mail from outlook. It should look like the following:

