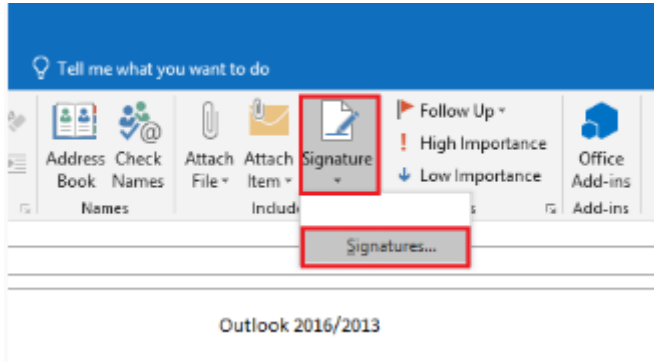


# Create and Edit Email Signatures

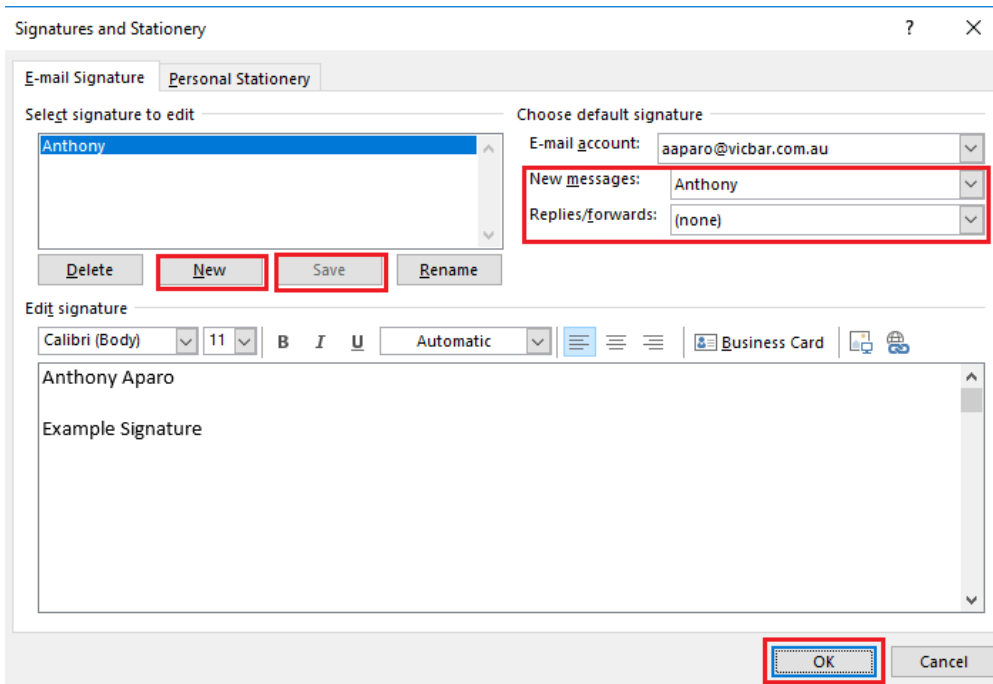
Instructions for creating email signatures on various email clients are below.

## **Outlook (Windows)**

1. Open a new email message
2. Click on '**Signature**'
3. In the drop-down menu click '**Signatures**'

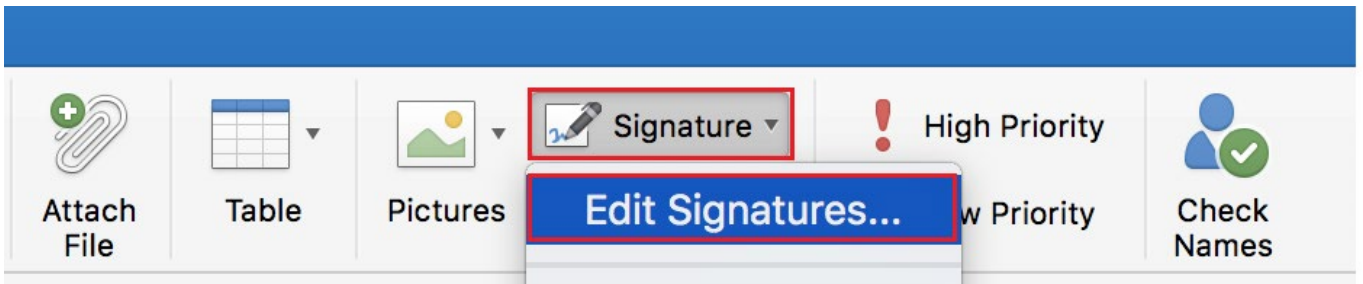


4. Click '**New**' and give your signature a name.
5. Type your desired signature in the text box.
6. Click '**Save**'.
7. You have the option to choose whether your signature appears for New messages only or also for replies/forwards.
8. Click '**OK**' when you are finished.

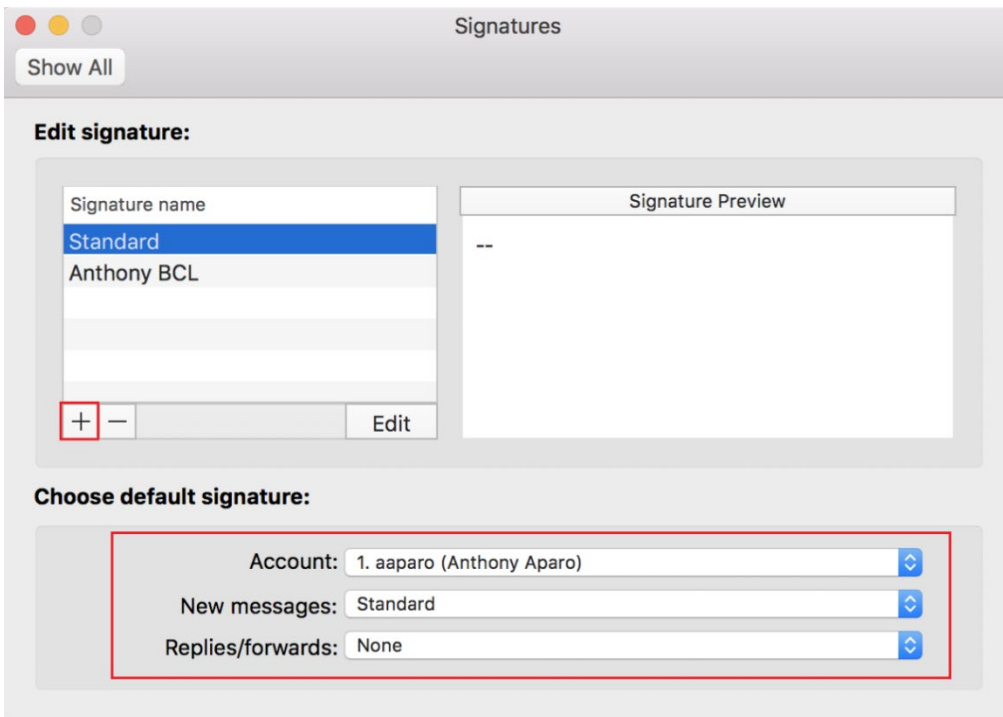


## Outlook (MacOS)

1. Open a new email message
2. Click on '**Signature**'
3. In the drop-down menu click '**Edit Signatures...**'

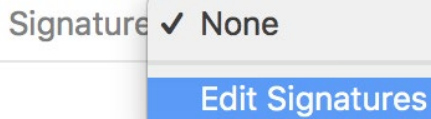


4. Click the '+' icon.
5. A new Window will open, enter in your desired signature.
6. Close the window and save when prompted.
7. Double click on 'Untitled' under Signature Name to give it a relevant name.
8. Under the '**Choose default signature**' section select your email account and select whether your newly created signature will appear for new messages and/or Replies/forwards.

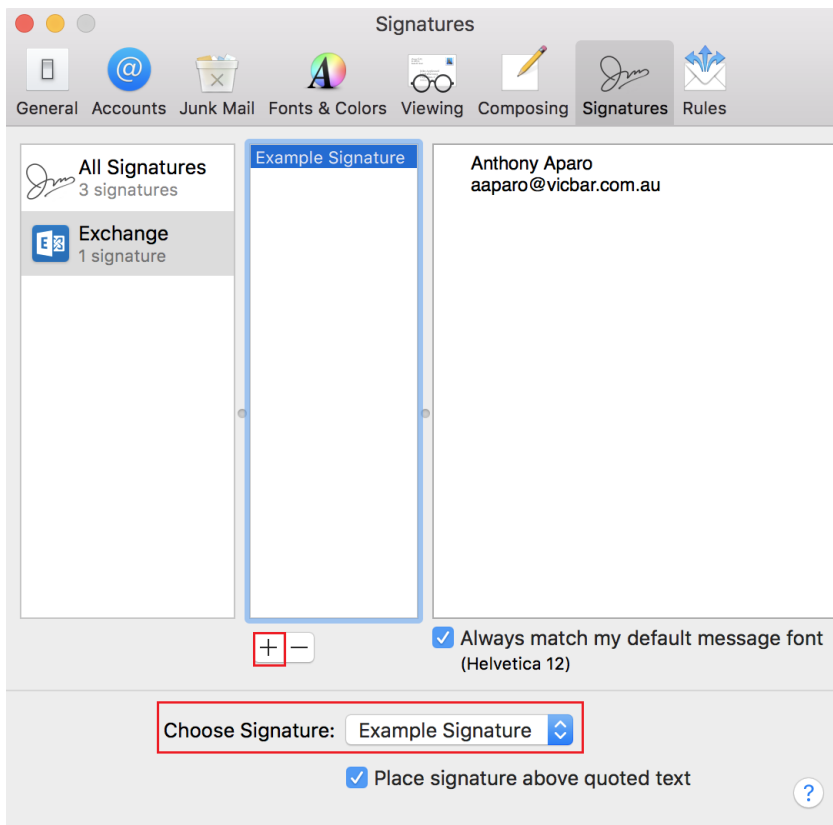


## Apple Mail

1. Open a new email message
2. Click on the '**Signature**' drop down menu.
3. In the drop-down menu click '**Edit Signatures...**'



4. In the first column select your Vicbar email account.
5. Click on the '+' icon to create a new signature.
6. In the middle column enter a signature name.
7. In the third column type in your desired signature.
8. Click on the 'Choose Signature' drop down box and select the signature you created to make it the default.



9. You can now close the signature window.