

Desktop Email Signature Instructions

1. Copy the new signature from <u>here</u>.

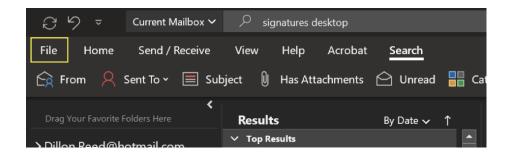
Email Signature

INSTRUCTIONS

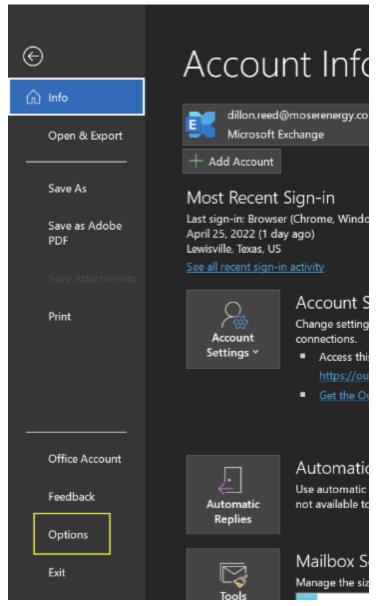
Use this tool to make your professional email signature. Copy and paste into your Gmail, Outlook, Apple Mail, Yahoo Mail, or any other email provider, then edit your name, title and cell number.



2. Click the **File Menu** toward the top left of your screen.



3. Click **Options** toward the bottom of the menu on the left.

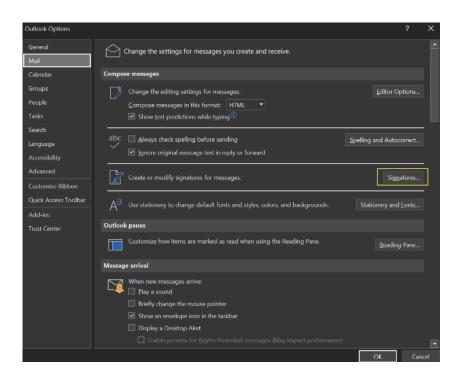


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4. Click Mail in the left menu bar.

Outlook Options		? ×								
General Mail	General options for working with Outlook.	<u>^</u>								
Calendar	Cloud storage options									
Groups	\checkmark Store my Outlook settings in the cloud $^{\textcircled{0}}$									
People	User Interface options									
Tasks Search	When using multiple displays;① ④ Optimize for best appearance									
Language	Optimize for compatibility (application restart required)									
Accessibility	Show Mini Toolbar on selection [®]									
Advanced	✓ Enable Live Preview ^①									
Customize Ribbon	ScreenTip style: Show feature descriptions in ScreenTips									
Quick Access Toolbar	Personalize your copy of Microsoft Office									
Add-ins Trust Center	User name: Dillion Reed Initials: DR									
	Office Background: Clouds									
	Office Theme: Use system setting 🔻 🗌 Never change the message background color									
	Privacy Settings									
	Privacy Settings									
	Start up options									
	When Outlook opens: Ask me if I want to reopen previous items	•								
	ОК	Cancel								

5. Click Signatures.



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6. Click **New** in the new window.

mail Signature	Personal Stationery						
ele <u>c</u> t signature to	o edit			Choose default signa	ature		
New Moser Personal			^	E-mail <u>a</u> ccount:	dillon.reed@moserenergy.com		~
Teaching				New <u>m</u> essages:	(none)		~
			~	Replies/forwards:	(none)		,
Delete	New	Save	<u>R</u> ename				
li <u>t</u> signature —							
Calibri (Body)	✓ 11 ✓ B	ΙU	Automatic		M M Business Car	rd 📑	¢
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et signature tem	plates						

7. Give the new signature a name and click **OK**.

Give the new signat			Ľ	
5		New <u>m</u> ess	ages:	(none)
		Replies/ <u>f</u> o	rwards:	(none)
New	Save <u>R</u> ename			
	New Signature	? ×		
✓ 11 ✓ B	Type a name for this signature	2:	= =	▶¶ ¶◀ ॾ <u>B</u> u
	ОК	Cancel		

8. Paste the new signature into the box and make the necessary changes to your name and title.

Arial	~ 12	× B	Ι	U			►¶	¶ 4	Business Card	¢
Dillon Reed										,
Marketing										
Specialist										
St	222									
ffice: 1.800.584.98 ell: 972.482.071			M	0	SER					
noserenergy.com			ENE		YSTEMS					
		•								
signature templat	<u>es</u>									

9. Set the default signature for "New messages" and "Replies/forwards" to the signature you just created and click **OK**. Signatures and Stationery ? ×

Signatures and Stationery	?	\times
E-mail Signature Personal Stationery		
Select signature to edit Choose default signature		_
New Moser E-mail account: dillon.reed@moserenergy.com Personal New messages: New Moser Replies/forwards: New Moser		× ×
Delete New Save Rename		
Edit signature	Card	B
Dillon Reed Marketing Specialist office: 1.800.584.9833 cell: 972.482.0711		^
		*
Get signature templates		
ОК	Car	ncel

10. Congratulations, you did it!