

Instructions on how to change your e-mail signature from your desktop:

1. Open a new email message.
2. Go to the Message tab.
3. Click "Signature."
4. A pop-up window will appear. Select the "Email Signature" tab.
5. Select "New."
6. Another pop-up window will appear. Enter the name of this signature. Then select "OK."
7. Following the standards outlined above, create your signature in the "Edit Signature" box. (Please note you will need to drag and drop the logo in this box)
8. In the same pop-up window, go to "Choose Default Signature" (in the upper right). Click on the drop-down boxes in the New Messages and Replies/Forwards and select your signature in each.
9. Click "OK."