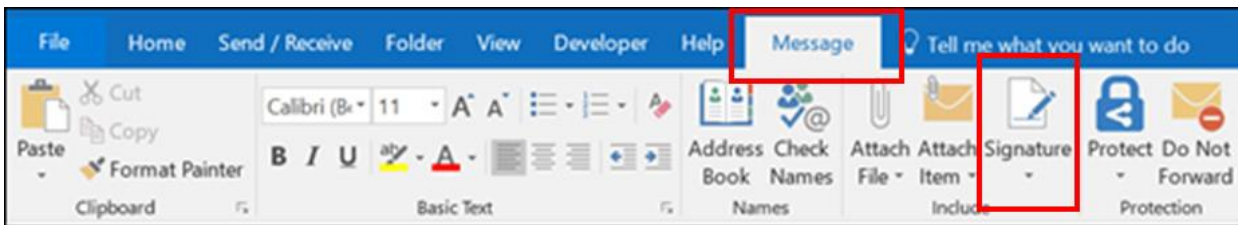
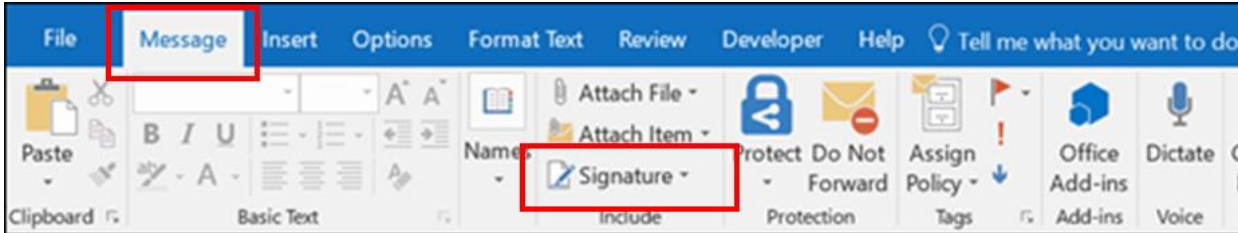


Step-by-step guide

1. Open a new email message.
2. On the Message menu, select Signature > Signatures.

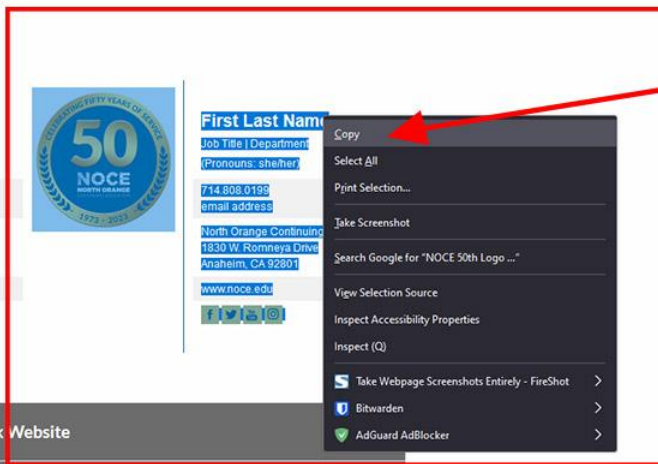
Depending on the size of your Outlook window and whether you're composing a new email message or a reply or forward, the Message menu and the Signature button might be in two different locations.



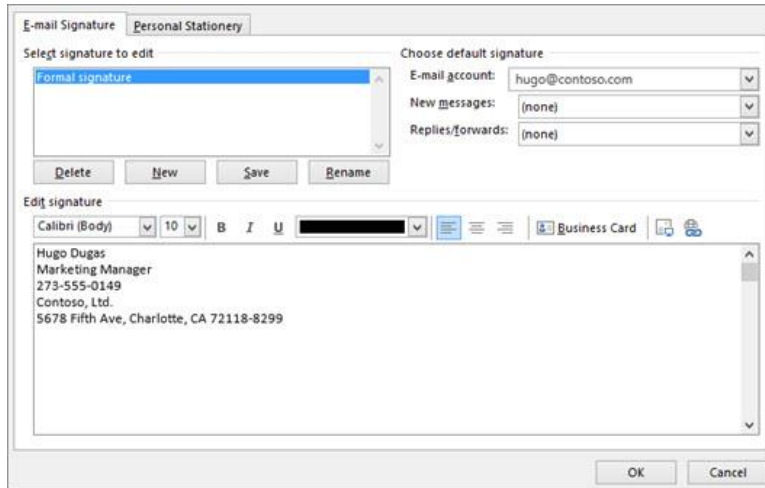
3. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a *name* for the signature.
4. Under **Edit signature**, compose your signature. You can change fonts, font colors, and sizes, as well as text alignment. You can also use our NOCE Branded signature. Go to the [NOCE Brand](#) page and scroll down to Virtual Branding Resources. Two NOCE branded signatures will be available for everyone, select the one you like by highlighting it and select copy.

Virtual Branding Resources

NOCE E-mail Signatures

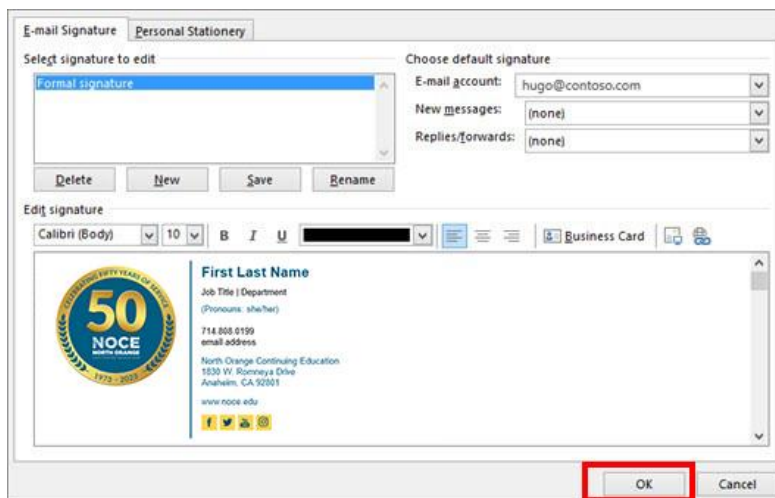


Paste the signature and then customize them with your personal information, and then copy and paste them into the **Edit signature** box.



5. Under **Choose default signature**, set the following options for your signature:

In the **E-mail account** drop-down box, choose an email account to associate with the signature. You can have different signatures for each email account.



If you want your signature added to all new messages by default, in the **New messages** drop-down box, select one of your signatures. If you don't want to automatically add a signature to new messages, choose (none). This doesn't add a signature to any messages you reply to or forward.

If you want your signature to appear in the messages you reply to and forward, in the **Replies/forwards** drop-down, select one of your signatures. Otherwise, accept the default option of (none).

6. Choose **OK** to save your new signature and return to your message. Outlook doesn't add your new signature to the message you opened in Step 1, even if you chose to apply the signature to all new messages. You'll have to add the signature manually to this one message.

All future messages will have the signature added automatically. To add the signature manually, select **Signature** from the **Message** menu and then pick the signature you just created.