

## Steps to Add Signature:

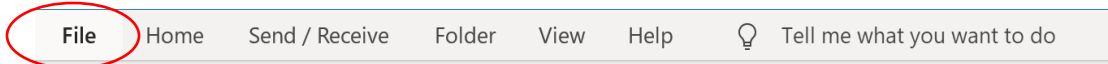
Step 1: Highlight signature and confidentiality disclosure from this email and on your keyboard press: Ctrl+C to copy the signature.



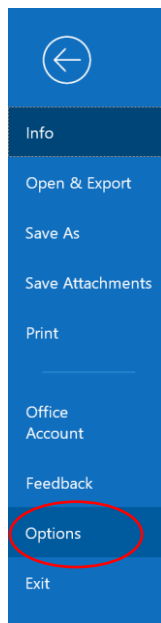
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Step 2: In the top left corner, go to “File” (2.1) & then select “Options” (2.2)

(2.1)

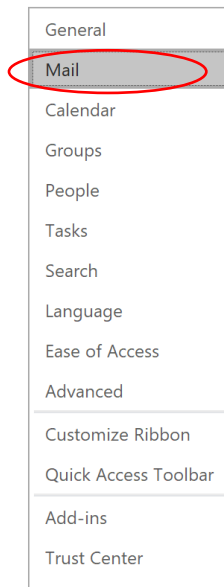


(2.2)



Step 3: Under the “Options” section, select “Mail”

Outlook Options



Step 4: Under “Mail,” select “Signatures.”



Change the settings for messages you create and receive.

#### Compose messages



Change the editing settings for messages.

Editor Options...

Compose messages in this format: HTML



☐ Always check spelling before sending

☒ Ignore original message text in reply or forward

Spelling and Autocorrect...



Create or modify signatures for messages.

Signatures...



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Step 5: Under the “Signature” screen (5.1) you want to select “New” and you will be prompt to name your signature (5.2). “First Name” works. Click “ok”

5.1

Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit

Choose default signature

E-mail account: gia.fenasci@propertyone.com

New messages:

Replies/forwards:

Delete **New** Save Rename

Edit signature

Calibri (Body) 11 B I U Automatic Business Card

OK Cancel

5.2

New Signature

Type a name for this signature:

New Signature

OK Cancel

Step 6: Under the “Edit signature” portion of the signature page, you will now paste the signature using “Ctrl+V” on your keyboard. Update your respective information – including: name, title, phone numbers, and address. The confidentiality disclosure should remain the same.

Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit

Gia  
Gia\_35th


Delete New Save Rename

Choose default signature

E-mail account: gia.fenasci@propertyone.com  
New messages: Gia  
Replies/forwards: Gia

Edit signature

Calibri (Body) 11 B I U Automatic Business Card

  
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OK Cancel

Step 7: Save the updated signature and under “Choose default signature,” be sure that your new signature “First Name” is applied to “New messages” and “Replies/forwards.”

Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit

Gia  
Gia\_35th

Delete New Save Rename

Choose default signature

E-mail account: gia.fenasci@propertyone.com  
New messages: Gia  
Replies/forwards: Gia

Step 8: Click “OK” and you’re done.