

HOW TO ADD YOUR CC EMAIL SIGNATURE TO OUTLOOK

INSTRUCTIONS FOR OUTLOOK 2010 // WINDOWS PC COMPUTERS

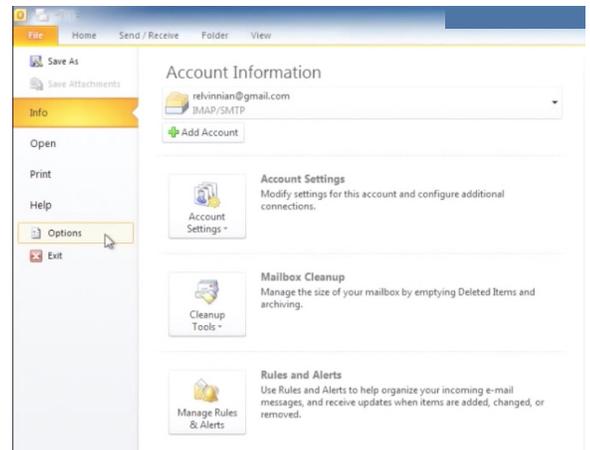
1

Once you have entered your information in the CC email generator, highlight the text in the generated field window and copy the information. To copy, press CTRL+c on Windows PC machines.



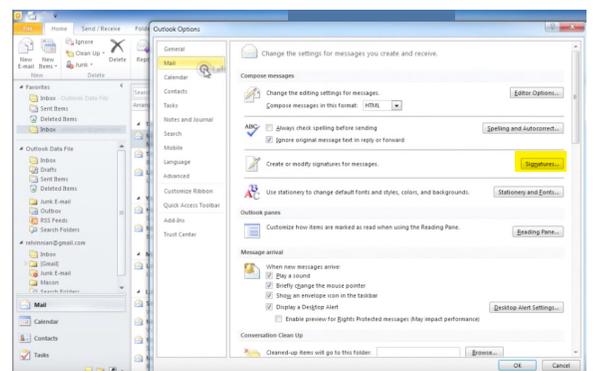
2

Open Outlook 2010. Click on the “File” tab and in the next window, find and click on “Options”.



3

In the next window, find and click on “Mail”. Find and click on “Signatures” (highlighted in yellow)

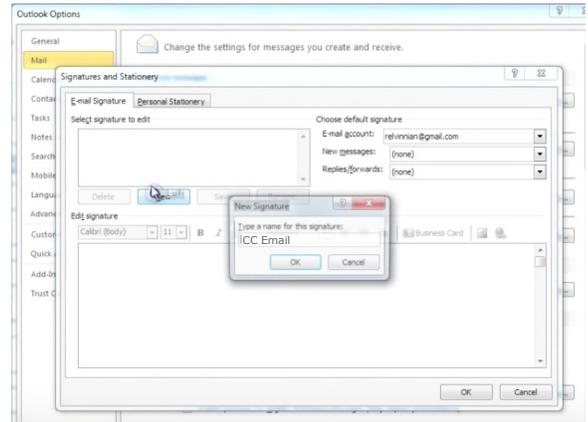


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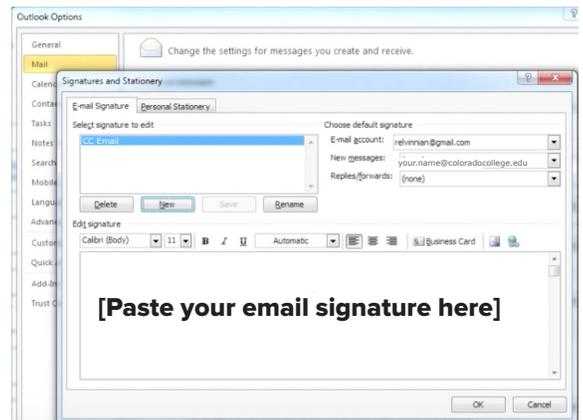
4

In the next pop-up window, find and click on **“New”** In the field box below, type a name for your new email signature, i.e., **“CC Email”**. Press **“OK”**.



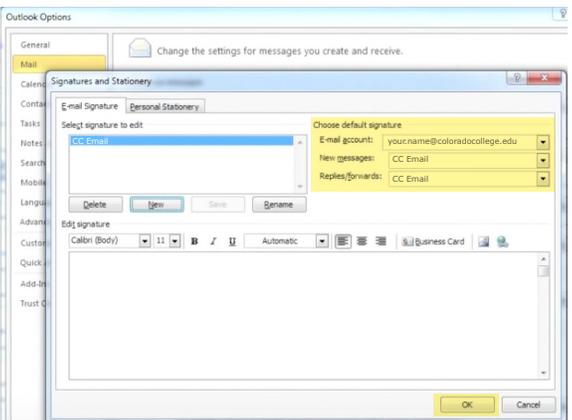
5

After you create the email signature name, paste your CC-generated email signature in the large **“Edit signature”** field. To paste, press CTRL+v on Windows PC machines.



6

To ensure your signature is used on new emails (required) as well as replies and forwards (optional), select your email signature name to be the default in the area highlighted in yellow; in this case, **“CC Email.”**



7

Once you have created the email signature name, pasted your CC-generated email into the large text field at the bottom, and selected it as your default signature, click **“OK”** at the bottom of the pop-up window. Your email signature is now ready to use in Outlook 2010 for Windows.