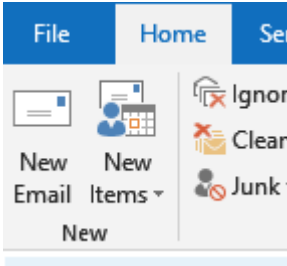
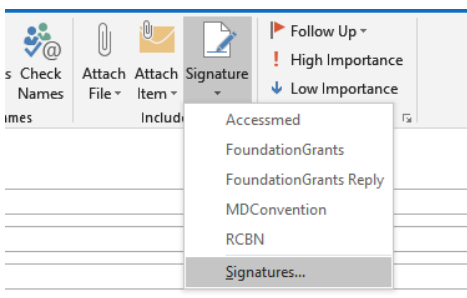


# CREATE A ROTARY EMAIL SIGNATURE IN OUTLOOK

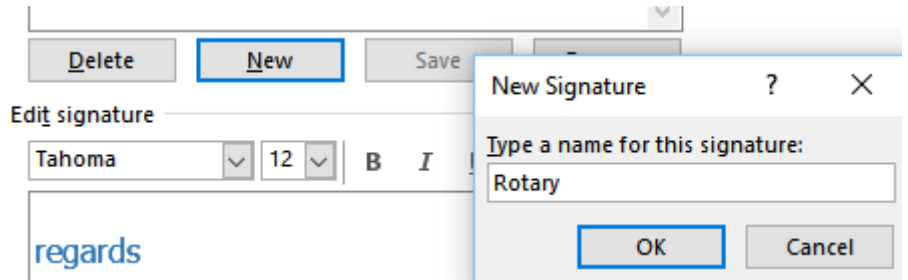
1 Open a new email window



2 click Signatures -> Signatures



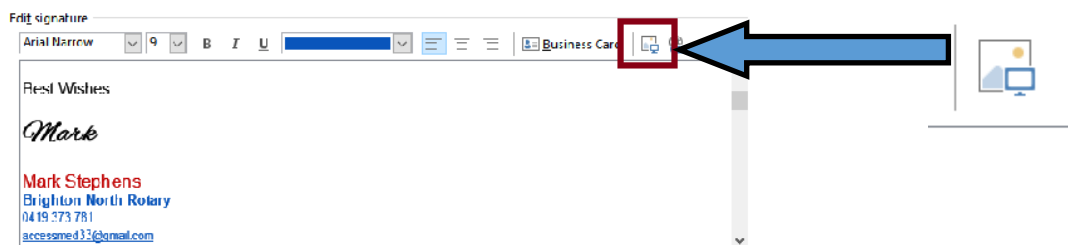
choose New -> enter a name then OK



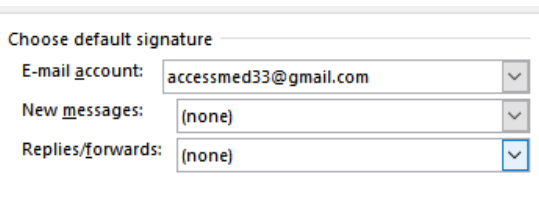
3 Enter your details

4 To add Rotary logo click on spot you want logo inserted -->

click on the area as shown in the box to upload the logo or other picture file



4 Last decide which account you want to be associated with the signature (if any)



5 You can also choose the email signature after completing the email

