# CREATE A ROTARY EMAIL SIGNATURE IN OUTLOOK

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### Open a new email window

## 2 click SIgnatures -> Signatures

choose New -> enter a name then OK

s Check Names	Û Attach File ∗	Attach	Signature *	<ul> <li>Follow Up +</li> <li>High Importance</li> <li>Low Importance</li> </ul>	ce e	E	<u>D</u> elete
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3 Enter your details To add Rotary logo click on spot you want logo inserted -->

#### click on the area as shown in the box

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# 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

