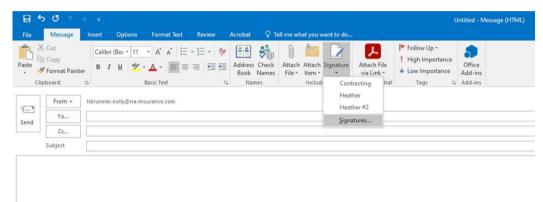
OUTLOOK PROGRAM | EMAIL SIGNATURE INSTRUCTIONS

Create a "New Email" in Outlook.



In the top bar, click the "Signature" pen icon and click Signatures.



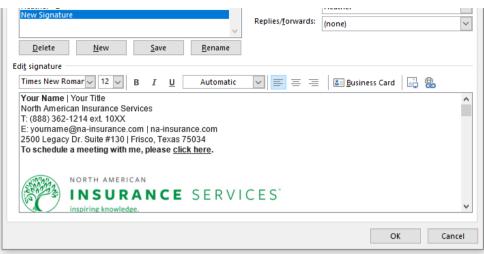


Click 'New' and enter a name for this signature.

<u>E</u> -mail Signatur		
Sele <u>c</u> t signature		
Contracting Heather	E-mail account: hbrunner-kelly@na-insurance.com	\sim
Heather #2	New <u>m</u> essages: Heather	\sim
	Replies/forwards: (none)	\sim
w Signature ?	New Save Rename	
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e a name for this signatu w Signature		^



Paste your new signature into the text box (CTRL + V or Mac: \mathbb{H} + V).





Update placeholders with your information:

- Your Name
- Your Title
- Telephone Number
- Email
- Calendly Link



To insert a hyperlink for your Calendly link, highlight 'click here' and click the hyperlink symbol to paste your Calendly link in the bottom address bar and click 'OK'.

|--|



Click 'OK' again to accept your changes.