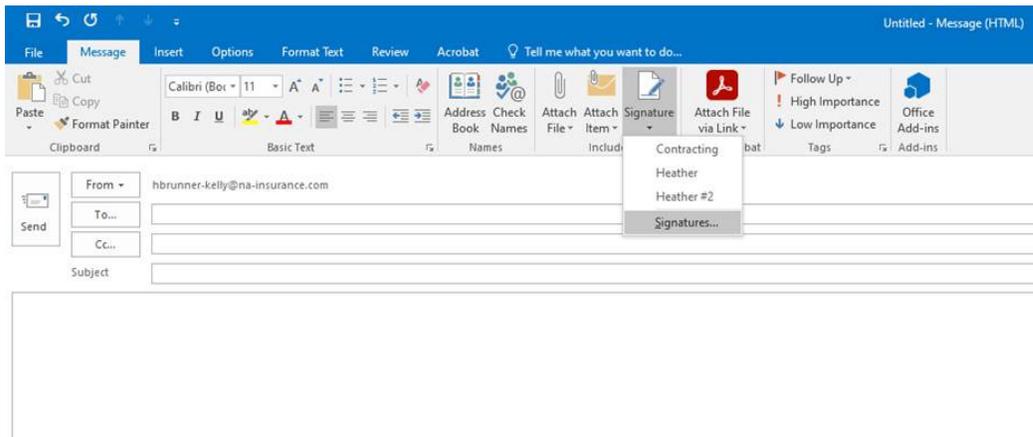# OUTLOOK PROGRAM | EMAIL SIGNATURE INSTRUCTIONS

1 Create a "New Email" in Outlook.
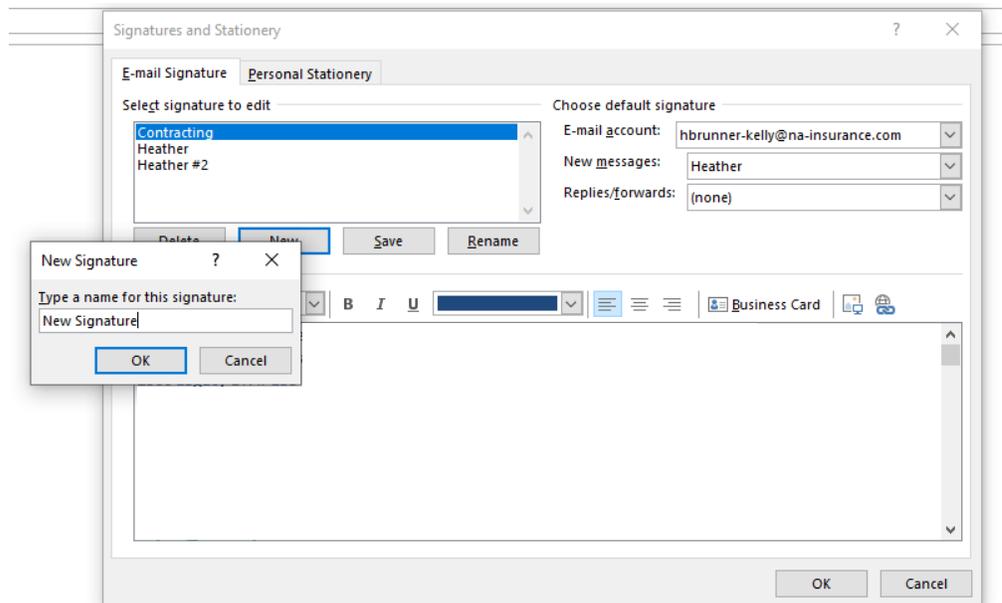
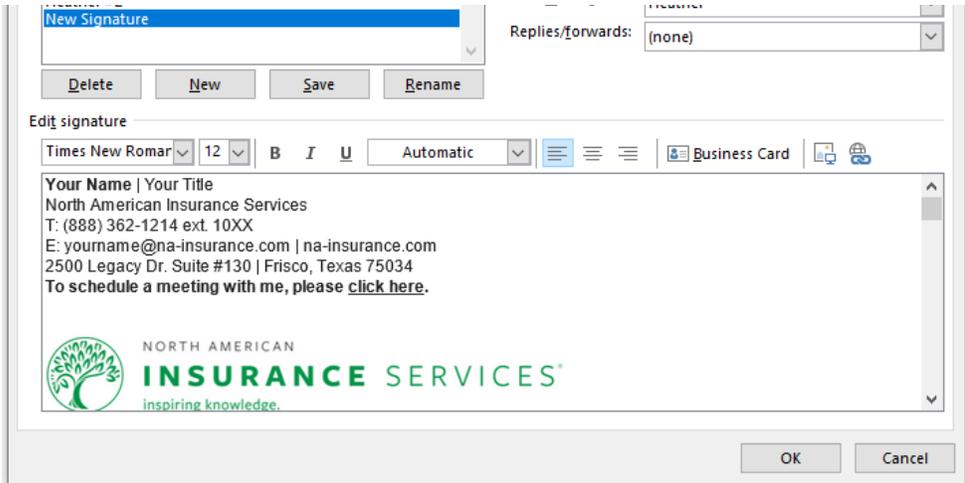**2** In the top bar, click the "Signature" pen icon and click Signatures.

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

4 Paste your new signature into the text box (CTRL + V or Mac: ⌘ + V).
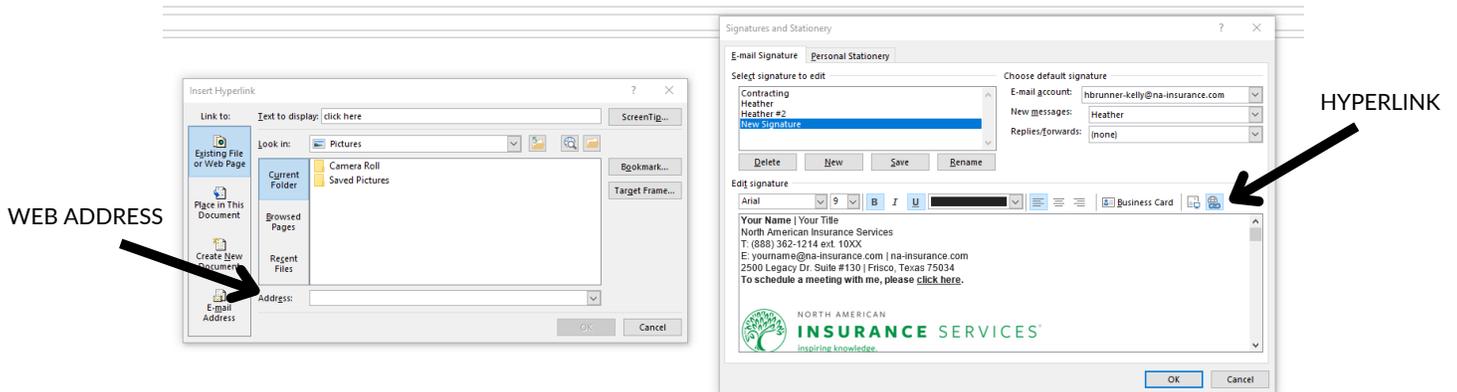

5 Update placeholders with your information:
- Your Name
- Your Title
- Telephone Number
- Email
- Calendly Link

6 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'.

WEB ADDRESS

HYPERLINK

7 Click 'OK' again to accept your changes.