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***To edit your Signature through Outlook:***

1. From the main Microsoft Outlook window, click on file, click **Options**, and then click the **Mail** tab (on left hand side).
2. In the list find where it says **Create or Modify signatures for messages** and click the tab **Signature**
3. Where it says **‘Select Signature to edit’** you will see a number of boxes – Delete, New, Save & Rename
4. Click **‘New’**
5. Type a Name for this Signature – include a suitable name e.g. External Signature
6. Then please copy and paste all of the ***personally*** edited text above *(Please review spacing to ensure that all the text is aligned in your signature)*