Email signature template

Customize with your name, title, email and phone to create a professional looking email signature. Follow the instructions to use the template:

**Step 1:** Hover to the left of the signature andclickCursor that appears when you hover over a table. to select all the elements in the signature.

**Step 2:** Select **Copy (Ctrl + C)**.

**Step 3:** Open an Outlook email message and **Paste (Ctrl +V)** the signature in the email body.

**Step 4:** Watch [this video](https://www.microsoft.com/en-us/videoplayer/embed/RE2ClAY) to learn how to customize your signature with your photo/logo, website.

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