
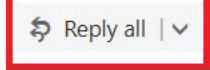


How to use the new logo in your email signature

 **Jordan, Josh L.**
Today, 11:01 AM
Jordan, Josh L. ▾

Step 1: Click the Reply button 📧




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Step 3: Click the gear icon ⚙️

How to use the new logo in your email signature

 To: Jordan, Josh L.



Step 2: Highlight my email signature, then right click and select "Copy"

📧 Show message history

- Refresh
- Automatic replies
- Display settings
- Manage add-ins
- Offline settings
- Change theme
- Options**

Step 4: Click "Options"



Options

Shortcuts

General

Mail

- Automatic processing
 - Automatic replies
 - Undo send
 - Inbox and sweep rules
 - Junk email reporting
 - Mark as read
 - Message options
 - Read receipts
 - Reply settings
- Accounts
 - Block or allow POP and IMAP
- Attachment options
 - Storage accounts
- Layout
 - Conversations
 - Email signature**
 - Link preview
 - Message format
 - Message list
 - Quick actions
 - Reading pane
 - S/MIME
- Calendar

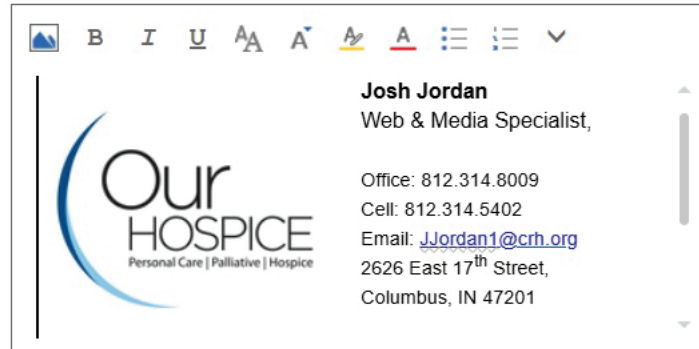


Discard

Step 7: Click both boxes, then click "Save"

Email signature

- Automatically include my signature on new messages I compose
- Automatically include my signature on messages I forward or reply to



Step 6: Right click & select "Paste" into the blank box and change my information to your information

Step 5: Click "Email Signatures"