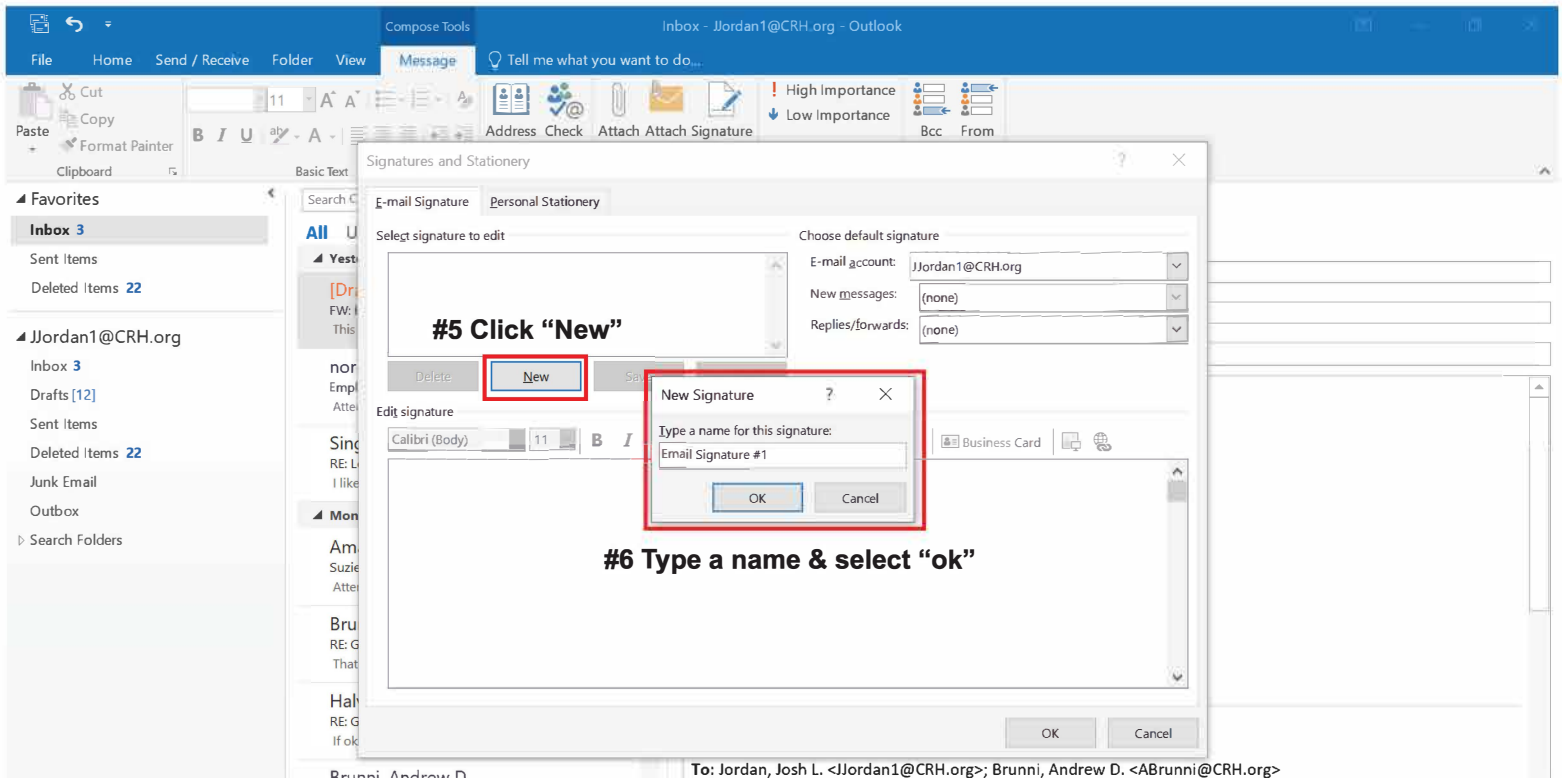


- #1: Hit Reply to the email
- #2 Highlight the signature in the reply
- #3 Right click & select "Copy"

#4 Click Signatures & select "Signatures" in the dropdown



#5 Click "New"

#6 Type a name & select "ok"

To: Jordan, Josh L. <JJordan1@CRH.org>; Brunni, Andrew D. <ABrunni@CRH.org>

The screenshot shows the Outlook 'Signatures and Stationery' dialog box. The 'E-mail Signature' tab is active. The 'Choose default signature' section has 'Email Signature #1' selected for both 'New Messages' and 'Replies/forwards'. The 'Edit signature' section contains a signature for 'Josh Jordan' with contact information for 'Our Hospice'. The 'OK' button is highlighted with a red box. Annotations include: '#8 Change the boxes to what you name your signature' pointing to the dropdown menus; '#7 Right Click & select "Paste" Change information to your info' pointing to the signature text; and '#9 Select "ok" to save.' pointing to the OK button.

#8 Change the boxes to what you name your signature

#7 Right Click & select "Paste" Change information to your info

#9 Select "ok" to save.

To: Jordan, Josh L. <JJordan1@CRH.org>; Brunni, Andrew D. <ABrunni@CRH.org>

NOTE: When you paste, the logo may not be visible and that's okay. It should be there when you go to use your new signature after step #9