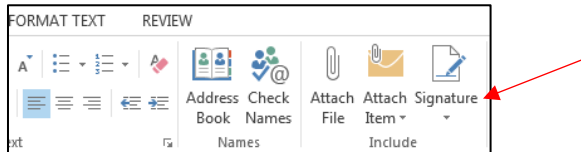


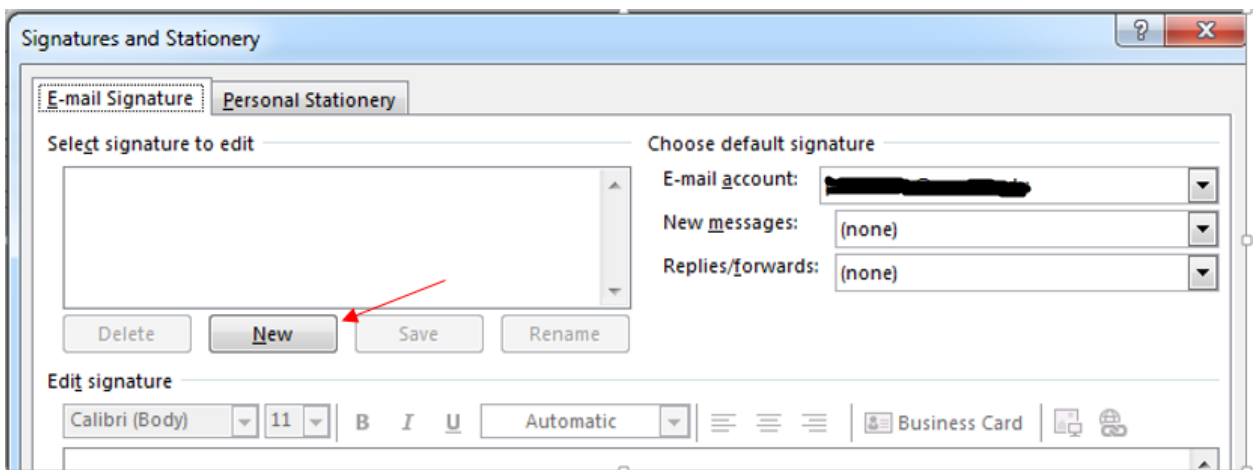
How to Create an Email Signature

For the desktop version of Outlook

1. Open a new email message
2. Click on the **Signature** drop down button.



3. Then **Signatures** option
4. Click the **New** button and then type your name



(Continued on next page...)

- Copy the template below and insert the information in the edit box. Update with current information and click Save. Don't forget to select your preferred signature option for New Messages and Replies/Forwards.

TEMPLATE INFORMATION

NAME

TITLE

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900 Fourth St. SE

Pine City, MN 55063

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