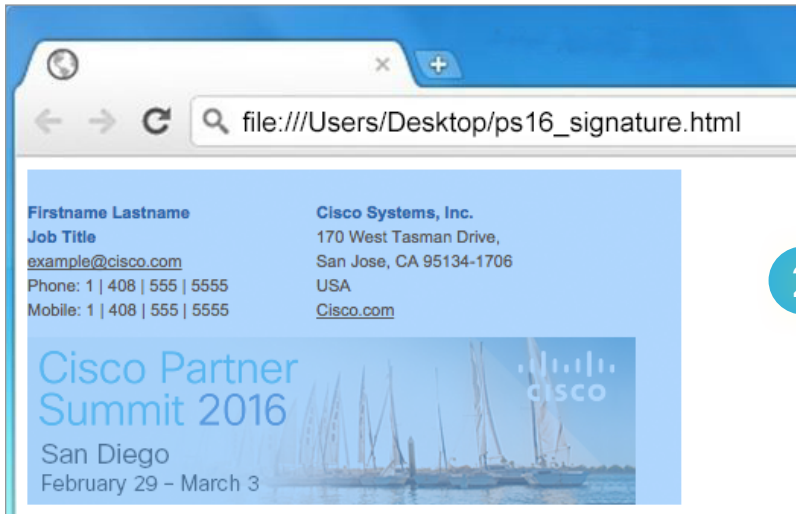


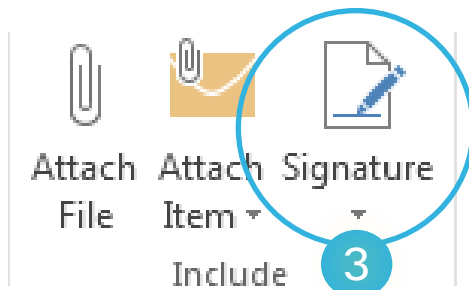
# Email Signature

## Installation instructions for **Outlook 365 for PC**

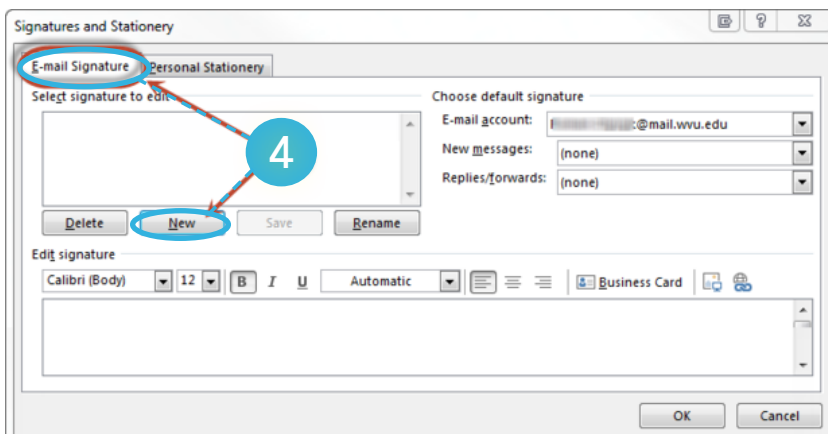
- 1 Open the 'PS16-email-sig.html' file in Chrome or Firefox.
- 2 With the browser open and on the foreground and your signature file displayed, press Command + A on your keyboard to 'Select All', then press Command + C to 'Copy'.



- 3 Open Outlook, select File > Options > Mail > Signatures or in a new mail window, locate Signature in the Include group of the Message ribbon

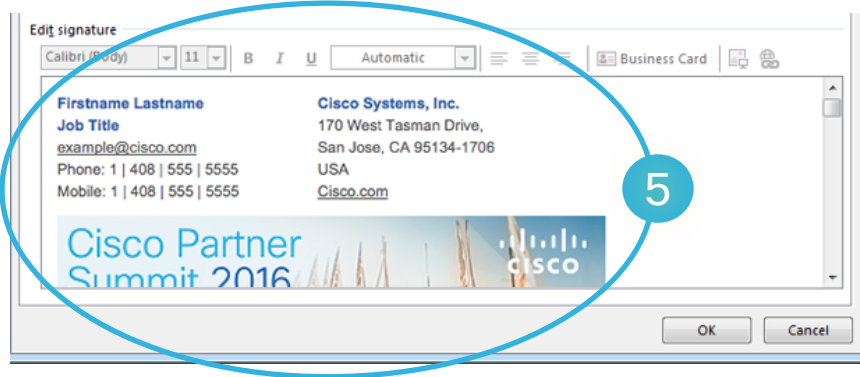


- 4 In the E-mail Signature tab, click on the New command button. Type in a name for your signature file and click OK to continue.



## Email signature Installation instructions for **Outlook 365 for PC**

- 5 In the Edit signature panel, press Command + V to 'Paste' the signature that you copied from your browser.



- 6 Edit your personal details, then click OK to save.

