# Electronic signature templates

Follow the instructions to use the template:

**Step 1:** Select signature template 1, 2, or 3 and update to <u>your</u> information in Word.

**Step 2:** Hover over the signature and click  $\swarrow$  to select all the elements in the signature.

Step 3: Select Copy (Ctrl + C).

**Step 4:** Open Outlook, then select file > options > mail > signatures > new.

**Step 5: Paste (Ctrl +V)** the signature in the "edit signature" section and save.

**Step 5:** Choose signature for new messages and replies/forwards.

**Step 6:** Click "OK" x 2 to exit and test by creating a new message.

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## SIGNATURE 1



# Name, credential Job Title

P: 423.xxx.xxxx | milligan.edu PO Box x, Milligan, TN 37682

### SIGNATURE 2



#### Name, credential Job Title

P: 423.xxx.xxxx | C: 423.xxx.xxxx PO Box x, Milligan, TN 37682 milligan.edu

### **SIGNATURE 3**



Name, credential Job Title

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