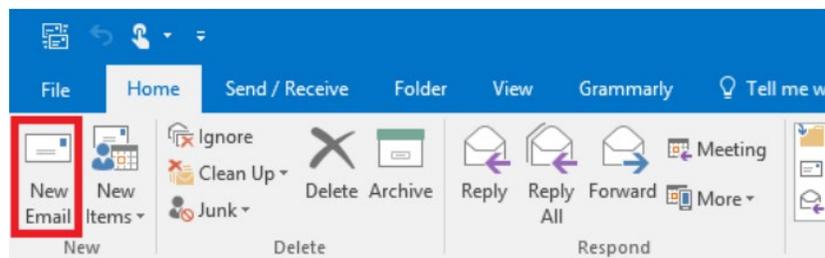


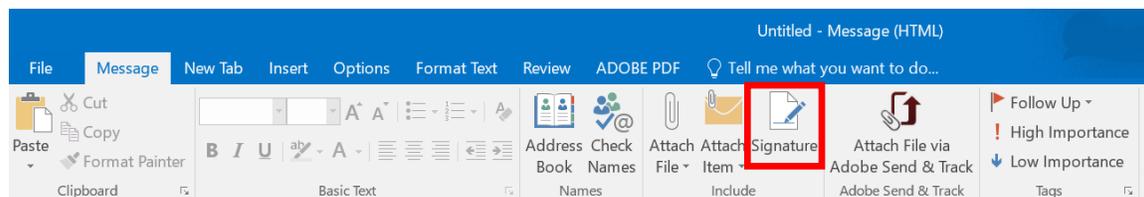
## Create a Custom Outlook Email Signature

**Note:** If you are creating a new Outlook email signature, follow steps 1–11. If you would just like to add the safety precautions image to your current email signature, follow steps 8–11.

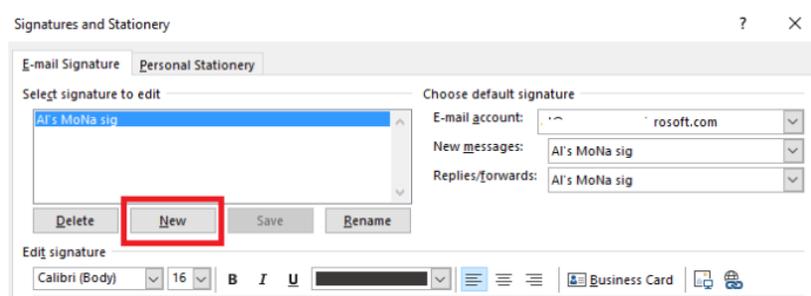
1. Download the safety precaution graphic here: [Small](#) or [Large](#). Save your selection to your hard drive so you have access to insert it in Step 9.
2. Click the **Home** tab in the horizontal navigation bar that runs along the top of the Outlook screen. Click the **New Email** box at the top left corner of the screen, just below the horizontal navigation bar atop the screen.



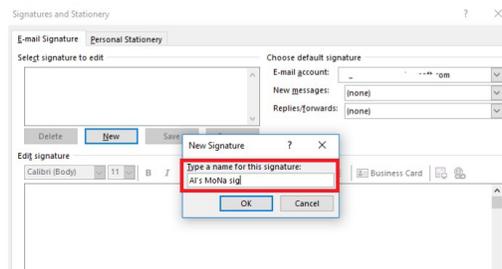
3. In the new message box that appears, click **Signature**. Click **Signatures** in the drop-down menu that appears below the Signature box.



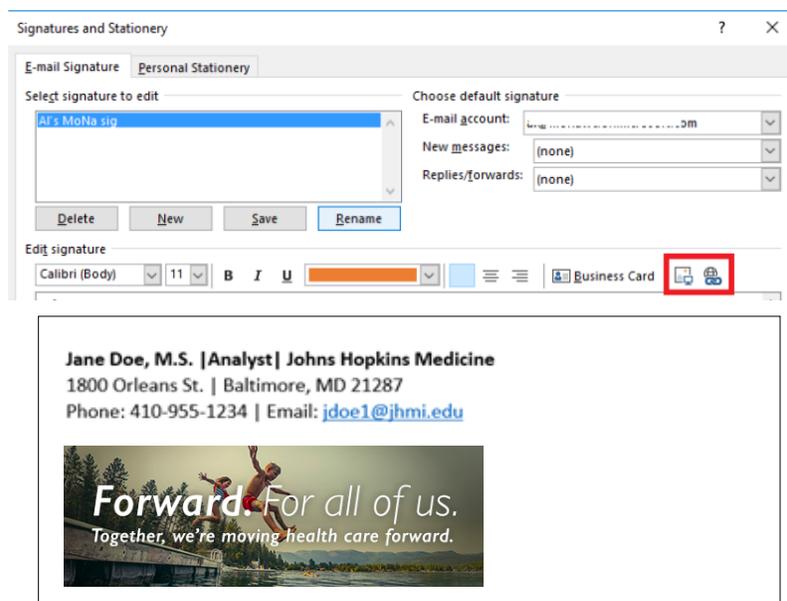
4. On the **Email Signature** tab, click **New**.



- In the Type a name for this signature field, enter text that will help you remember the signature you create. Click OK to confirm the name.



- On the following screen, highlight the name of the signature you created in the Select signature to edit box.
- In the large, empty box below Edit signature, enter your name, title, company name, email address, or any other details you want to appear in your signature.
- To add the safety precautions graphic image, place your cursor where you want to insert the image, and click the Insert picture icon (it looks like a small computer display in front of a thumbnail image icon)
- Find the images saved on your hard drive and click Insert.



- When you've made all the customizations you want, click the Save button beneath the Select signature to edit field.

- Finally, click OK again on the main Signatures and Stationery box to save your changes.

When you open a new email message, or forward or reply to one, your new signature will appear at the bottom of the message.