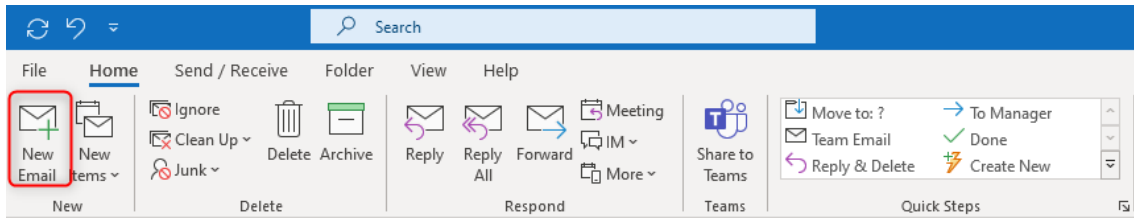
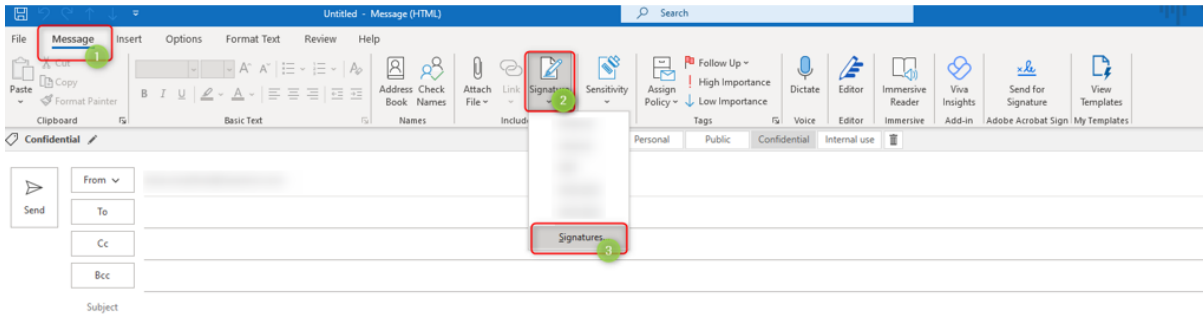
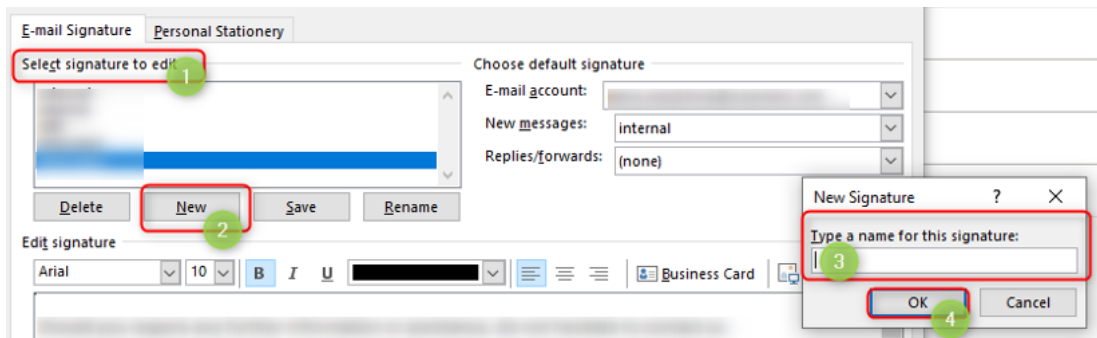
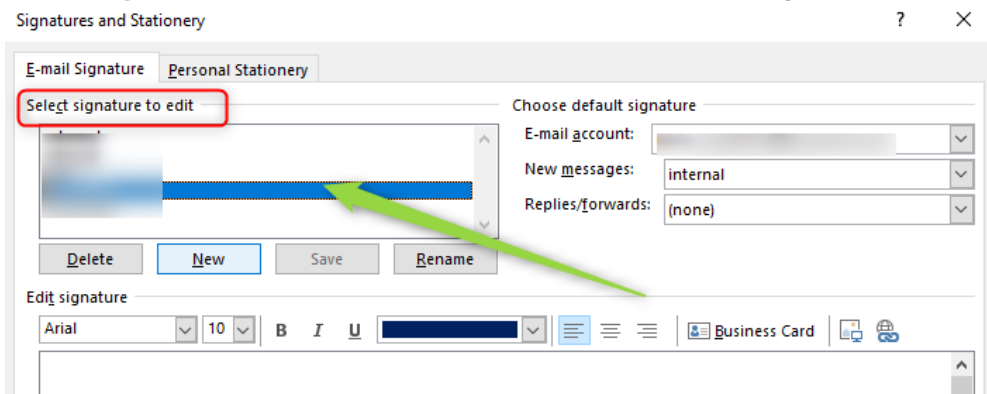


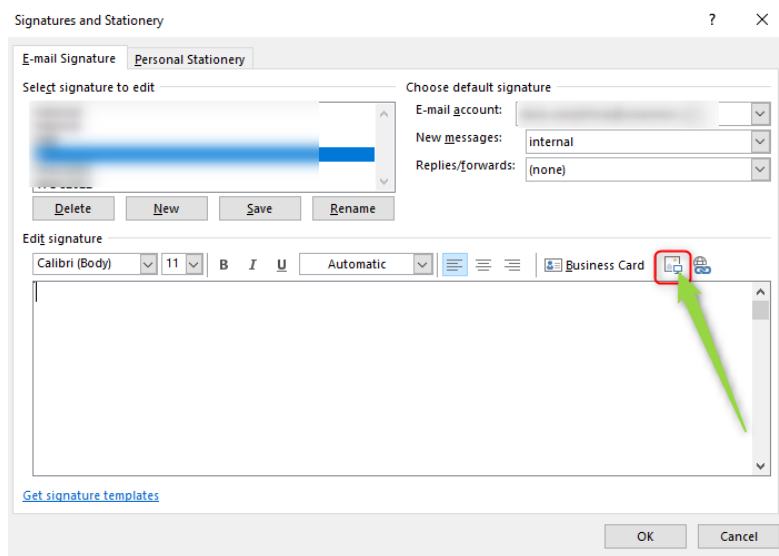
## 1) Open 'new email' in Outlook



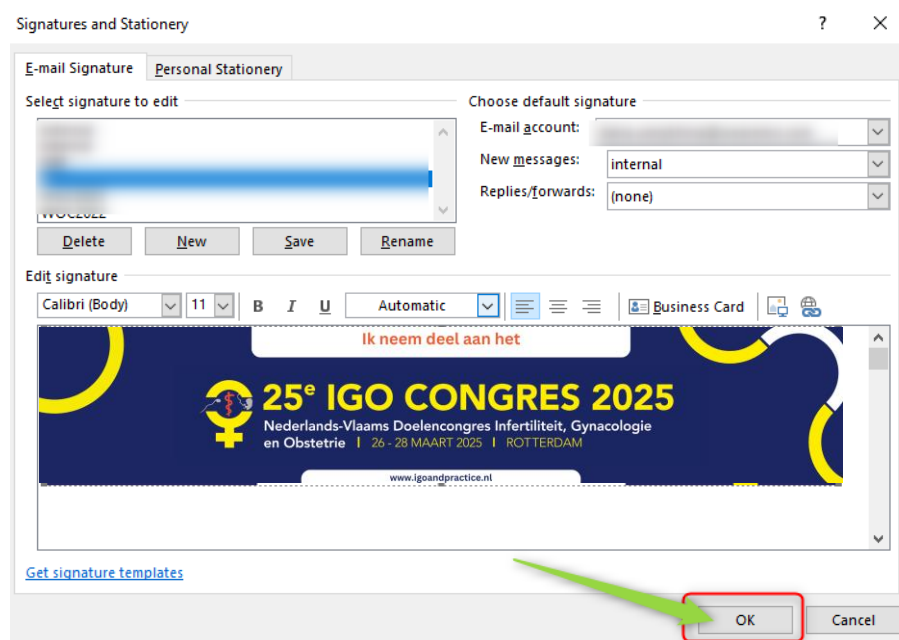
In het **Message** menu (1), selecteer **Signature** (2) > **Signatures** (3)

2) Onder **Select signature to edit** (1), selecteer **New** (2) en geef uw nieuwe handtekening een naam (3) en klik op **ok** (4).3) **Select signature to edit** en selecteer uw nieuwe handtekening

- 4) In **Edit signature box (1)** u kunt uw handtekening opstellen. Selecteer het foto icon aan de rechterkant van de **toolbar** en upload de gedownloade banner.



- 5) Klik **“ok”** om uw nieuwe handtekening op te slaan.



- 6) U kunt uw nieuwe handtekening invoegen via **Signature**.

