Confidential

1) Open 'new email' in Outlook

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New Delete	Respond	Teams Quick Steps 1

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

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

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3) Select signature to edit en selecteer uw nieuwe handtekening

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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.

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	OK Cancel

5) Klik **"ok**" om uw nieuwe handtekening op te slaan.

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6) U kunt uw nieuwe handtekening invoegen via Signature.

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