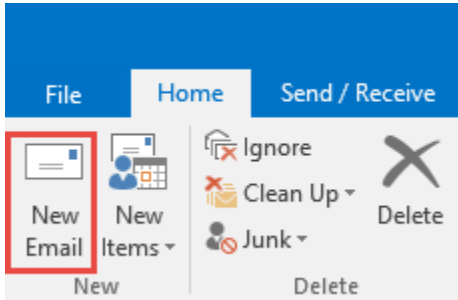
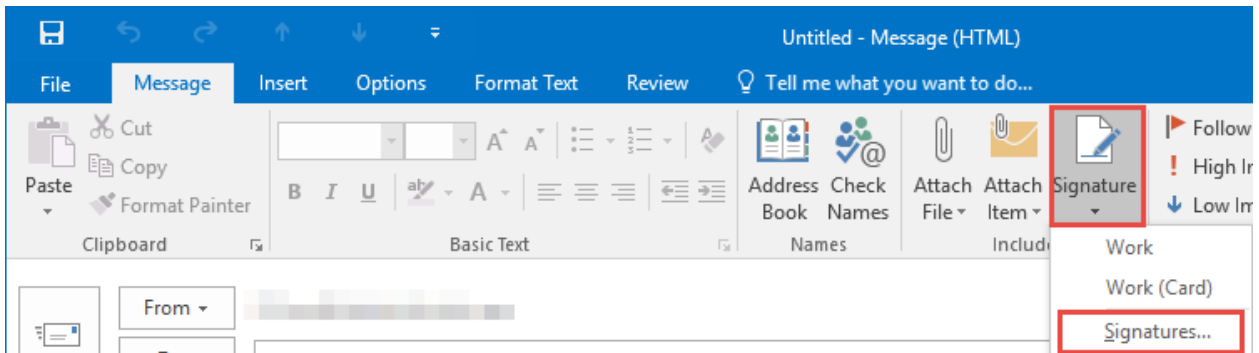


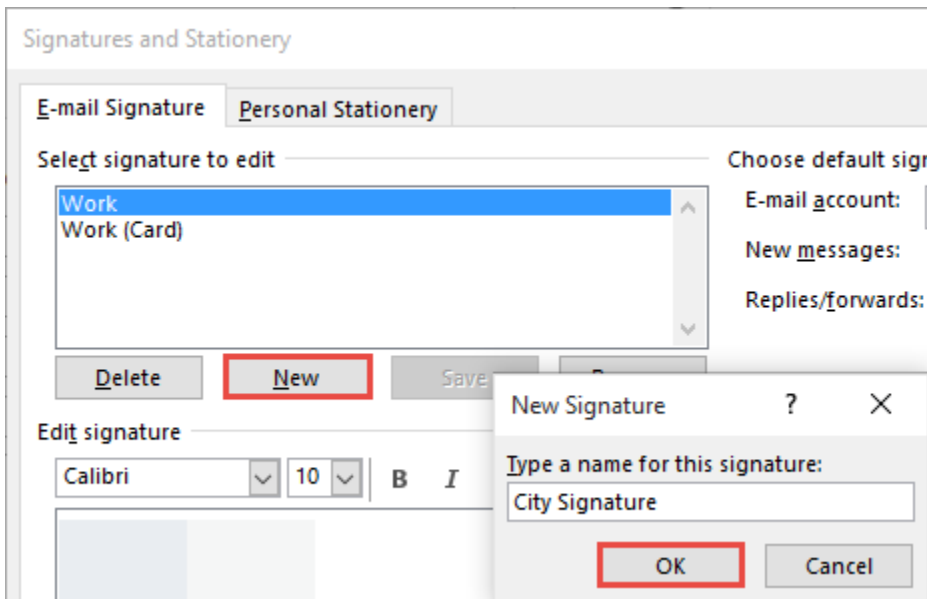
1. In Outlook, click “New Email” in the top left.



2. A new message window will open, click the Signature button at the top bar and “then click Signatures...”



3. Click the “New” button, type the name for your signature, then click “OK”





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- 4. Then open the Signature Template for the appropriate department:
Default - <http://www.idahofalls.org/manuals/CitySignature.html>
Fire Department - <http://www.idahofalls.org/manuals/FireSignature.html>
Library - <http://www.idahofalls.org/manuals/LibrarySignature.html>
IFP - <http://www.idahofalls.org/manuals/IFPower-Signature.html>
IFP-Fiber - <http://www.idahofalls.org/manuals/IFFiberSignature.html>
Police Department - <http://www.idahofalls.org/manuals/PoliceSignature.html>
Public Works - <http://www.idahofalls.org/manuals/PublicWorksSignature.html>
Zoo - <http://www.idahofalls.org/manuals/ZooSignature.html>

- 5. Select all of the image and text by right-clicking in the white space and clicking Select All



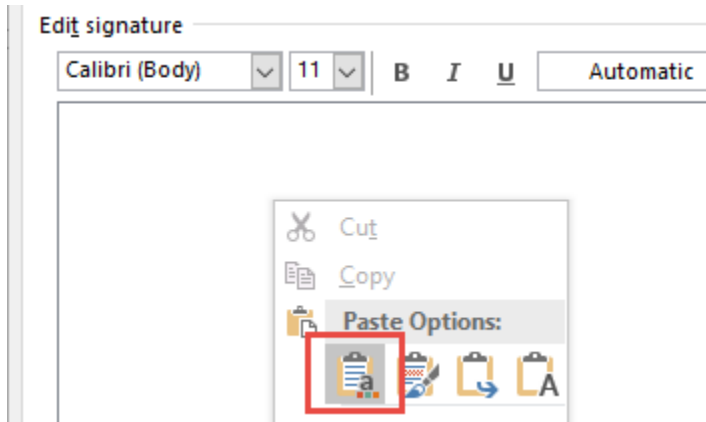
- 6. Then right-click in the white space again and click Copy



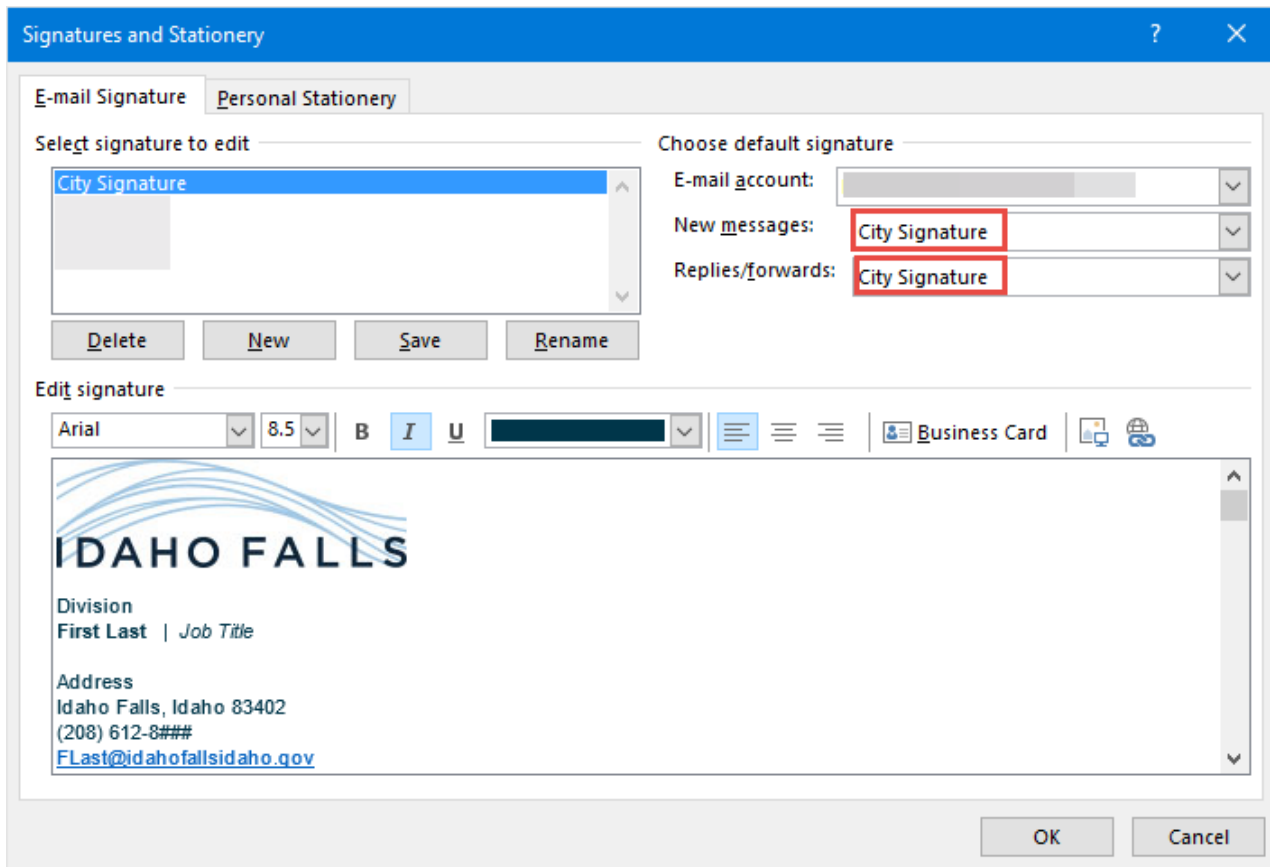


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- In the Edit Signature area of the Signatures window, right-click and Paste.



- Modify the contents to match your Name, Job title, Address, Phone Number, and Email. Select your Signature for "New Messages" and "Replies/forwards", then click "OK".



- Close the Message window and then click "New Email" like in Step 1 to validate that your signature works.



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If you have any questions, please contact your IT Support Team.