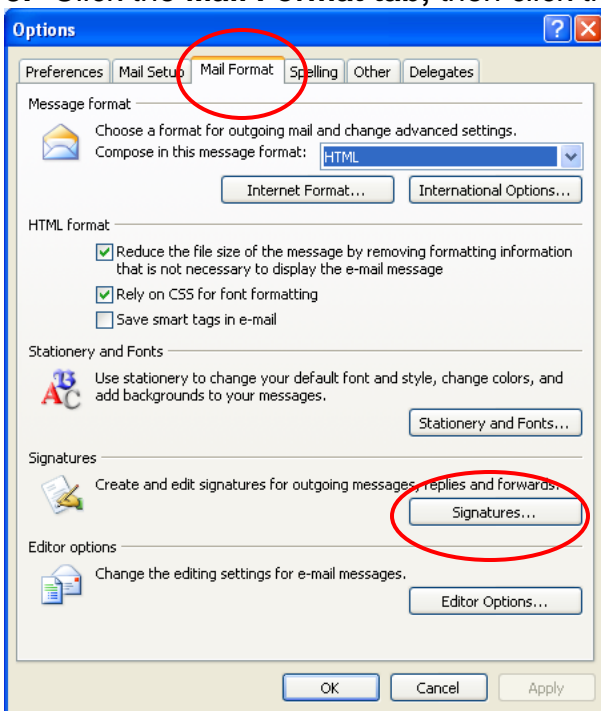




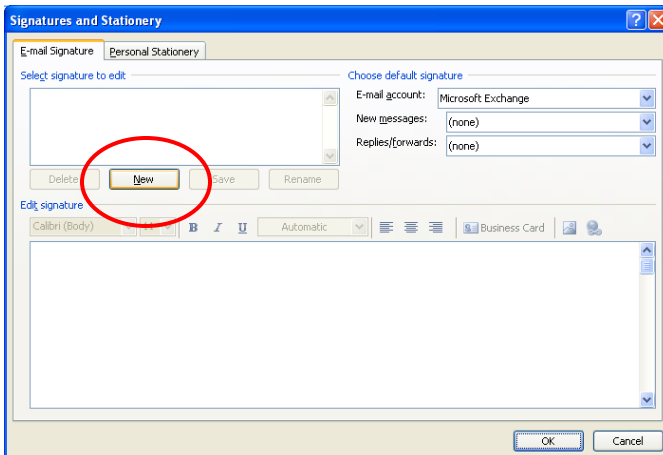
Signature Line – New Email Address Notification Option

An option for notifying people of your new email address is to include a note in your email signature line. This help guide will show you how to create a signature that will be placed on all outgoing email that you create in Outlook 2007.

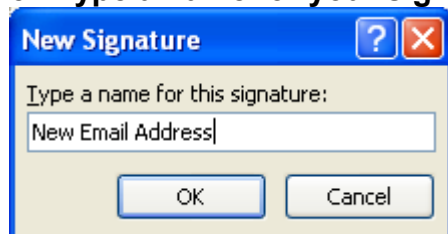
1. Open **Outlook**
2. Click the **Tools** menu → select **Options**
3. Click the **Mail Format** tab, then click the **Signatures** button



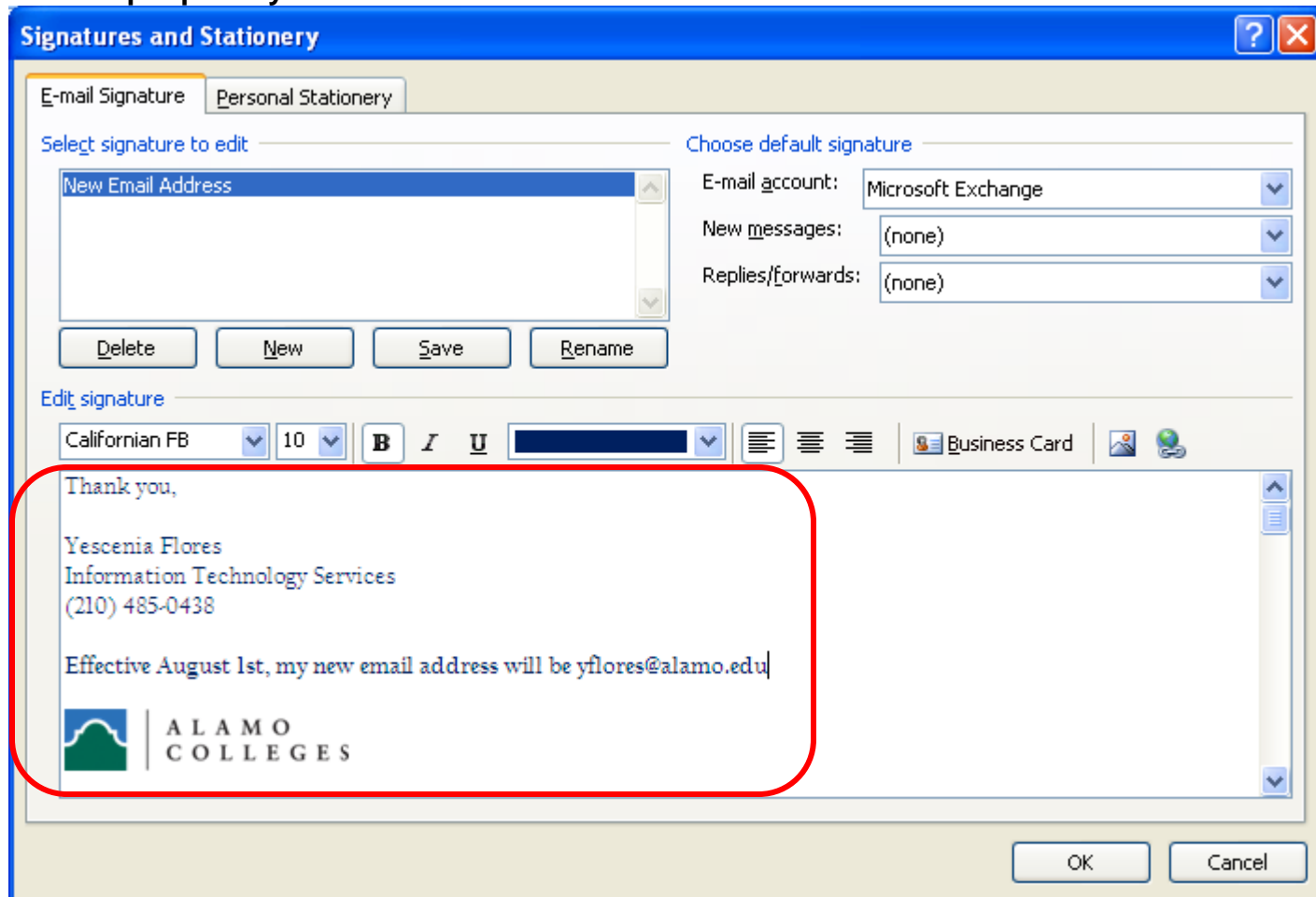
4. Click the **New** button



5. Type a name for your signature (i.e. "New Email Address"), then click **OK**.



6. Type your name, department, phone number etc., in the text box and include a Note that informs people of your new email address.



7. Click **OK**

8. Click **OK**

- **Signatures will be placed on all outgoing email that you create.**

If you need further assistance, please contact Support Central at (210) 485-0555 and select Option 4.