

## Outlook - How to Create a Signature

---

**Introduction** This quick reference guide assists new Outlook users with creating a signature.

---

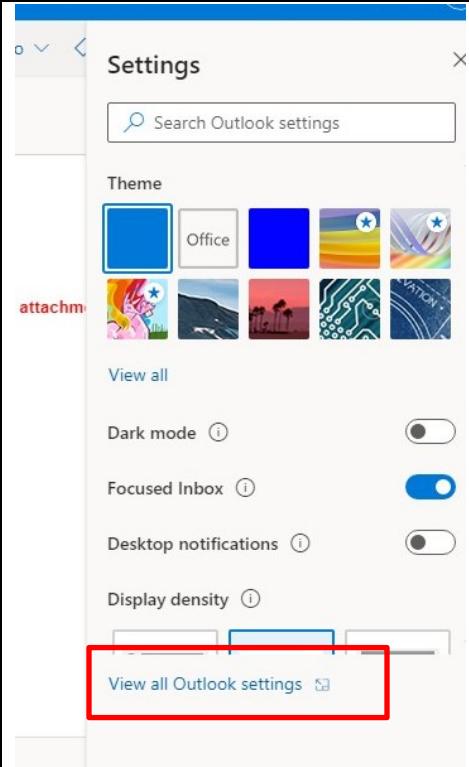
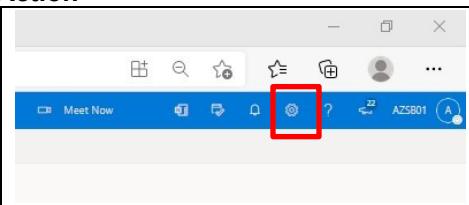
**Guidelines** **IMPORTANT:** The Manager MUST access email from Net Station 01 (NS01) in the Manager office. The Store Associates should access email from the store workstations.

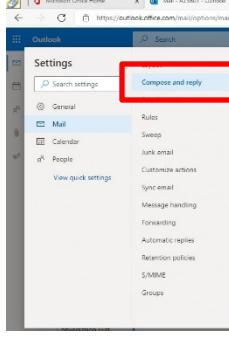
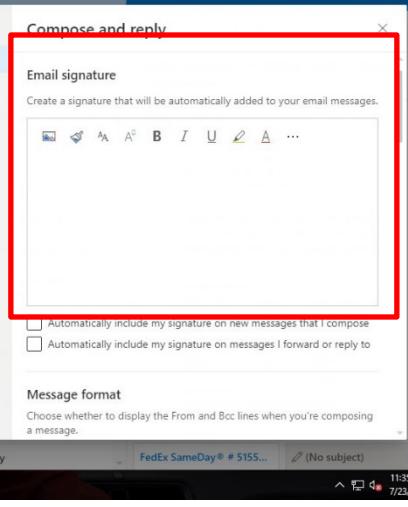
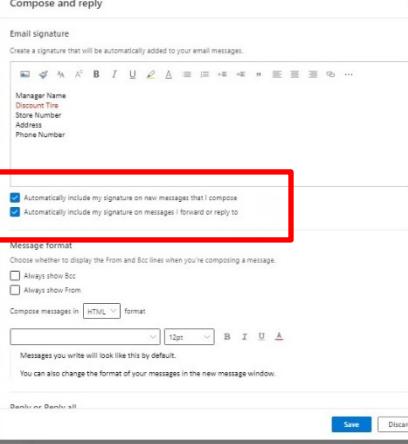
Always use company email accounts for professional purpose only.

---

**Procedure** Follow these steps to Create a Signature using Outlook:

Step	Action
1	Click on the <b>Settings</b> icon in the upper right corner.
2	Click on <b>View all Outlook settings</b> .



3	Click on <b>Compose and reply</b> .	
4	<p>Create your signature.</p> <p>Be sure to include your name, store number, store address, and store telephone number.</p>	
5	Choose if you want to include your signature on new messages and/or messages you reply to or forward.	

**Contact**

Contact the Service Desk at [support@discounttire.com](mailto:support@discounttire.com) or 800-366-4399.

---