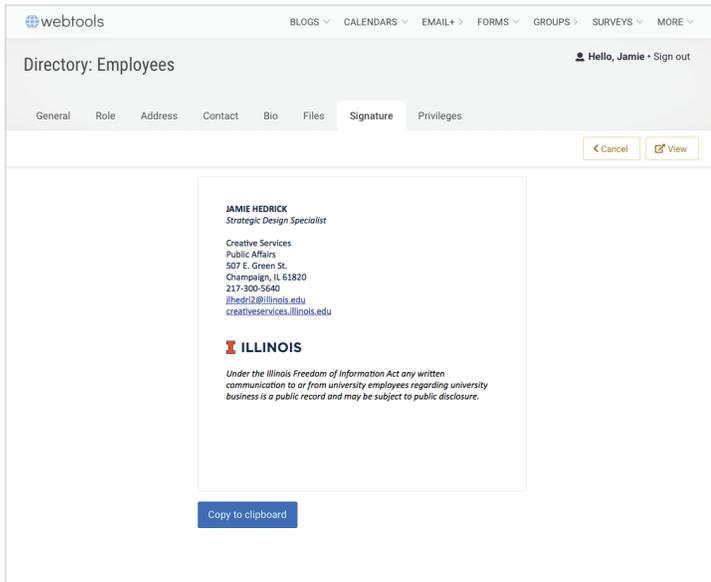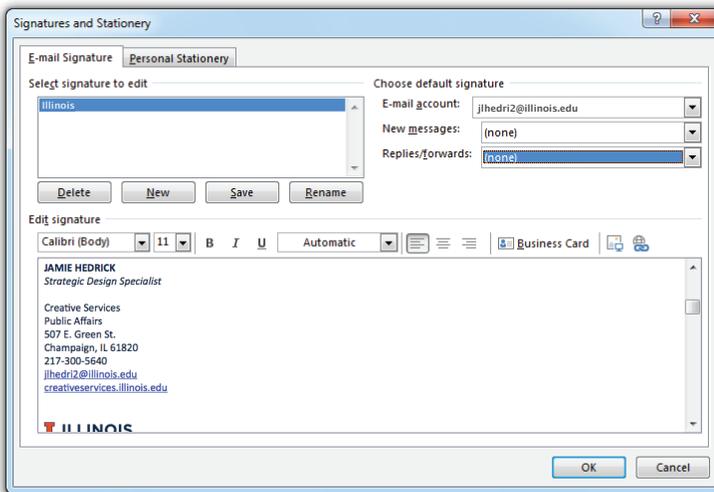# PASTE INTO OUTLOOK (PC):

- Start by copying your generated email signature by clicking the **"Copy to clipboard"** button, or selecting the entire signature and press **Cmd-C.**

- Open Outlook on your computer.
- In Outlook, click **"New Email."**
- In your new email, click **"Signature"** in the toolbar. From the drop down menu, select **"Signatures…"**
- If you are creating a new signature, click the **"New"** button. If you are editing an existing signature, select it from the menu.
- Paste your new signature in the window by pressing **Ctrl-V.**
- Do not modify or resize the logo once you've pasted it. If you need to make a correction, return to the Email Signature Tool to create a new one.
- If you would like your new signature to be your default, use the **"Choose default signature"** options in the top right corner of the dialog box. If you prefer to add your signature as needed, use the **"Signatures"** button and select it from the menu.
- Click **"OK"** to save.