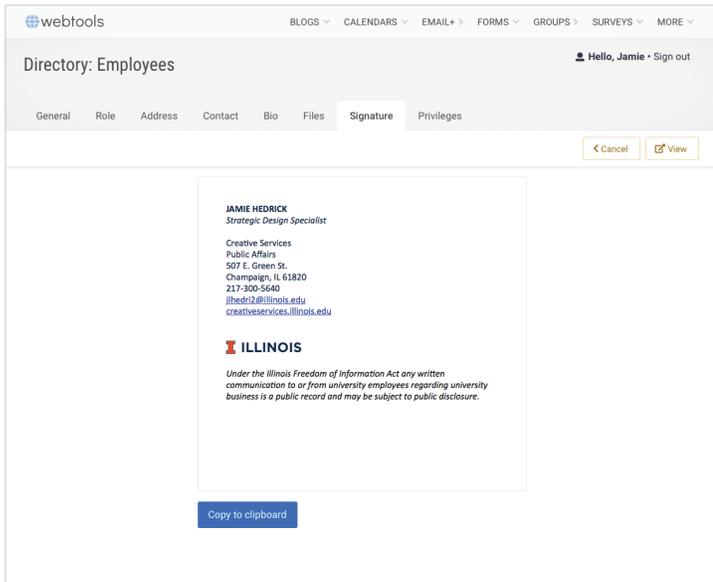


PASTE INTO WEBMAIL (MAC & PC):



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

- Go to **https://outlook.office365.com** and sign into your account.
- Click the settings icon in the top right corner of your window and search for **“signature”** in the **“Search all settings”** field.
- Click **“Email signature”**.
- Paste your new signature in the window by pressing **Cmd-C** (Mac) or **Ctrl-V** (PC).
- Click **“OK”** to save.

