**Create-and-Set-Signatures-in-Outlook:**

1. Click on File



1. Click on Options



1. Click on Mail and then Signatures



1. Click on New
2. Type in the name of the signature (Eg. Can be users FirstName) and click Ok



1. Create the signature. Please note that the institution has a corporate signature that you must use, see link : <https://corpid.mandela.ac.za/E-mail-signature>



1. Please make sure that you select the signature that you created as your default in the section shown below then click ok.

