

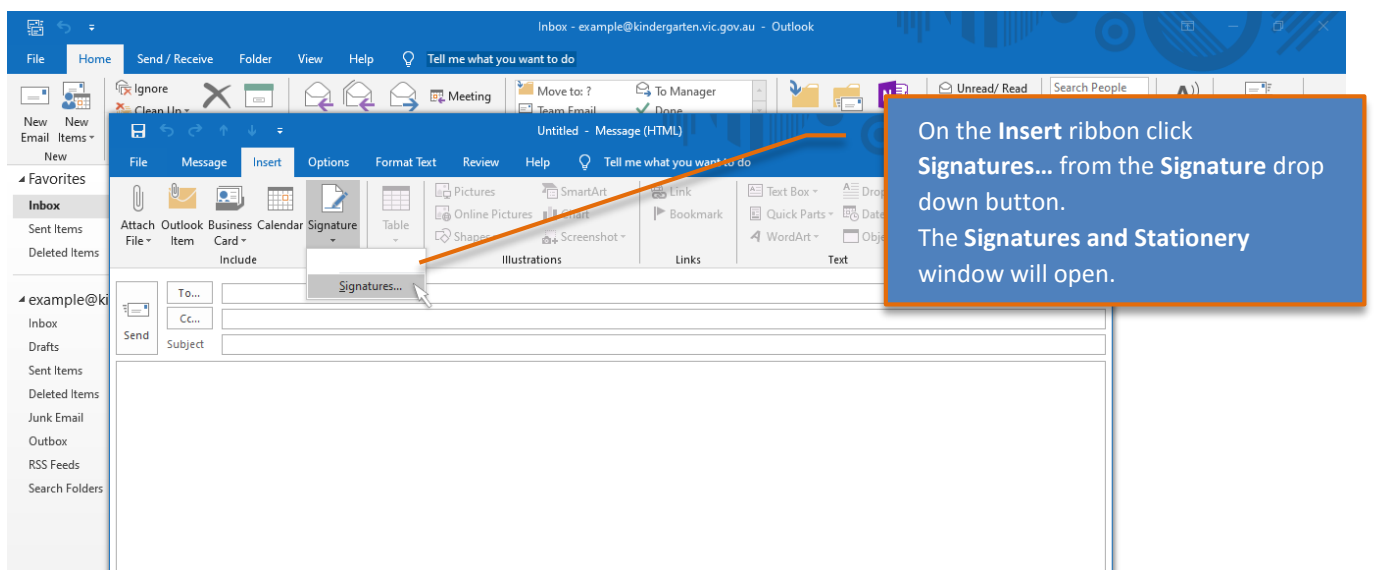
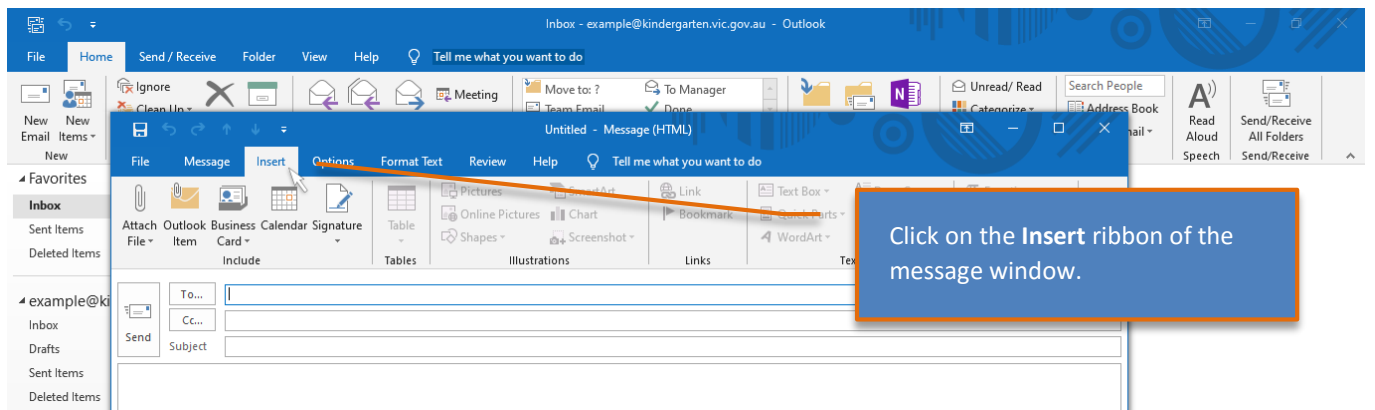
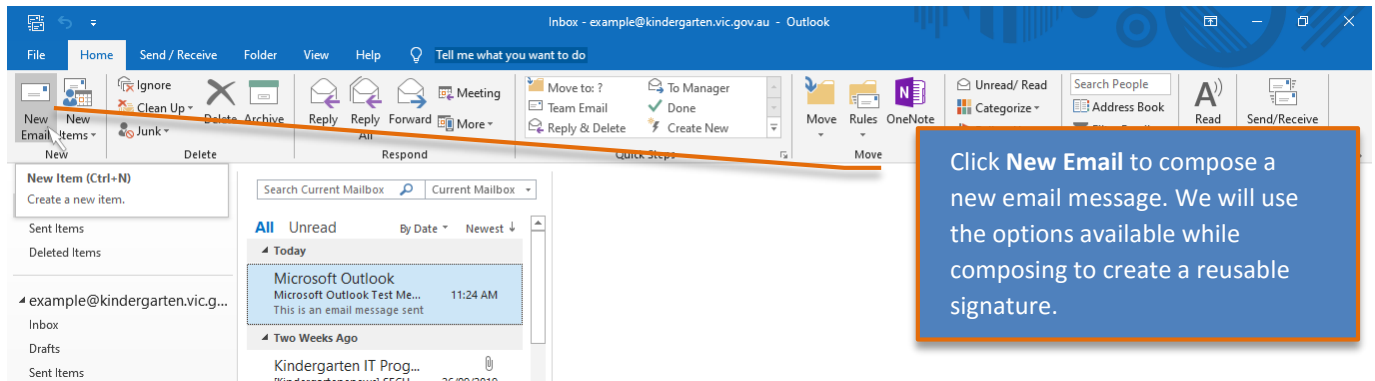
Kindergarten IT Program



Create an email signature in Outlook 2016

Email signatures can be configured to appear at the bottom of email messages you send. Email signatures commonly include name, contact or company details.

Creating **Signatures** from the **Insert** ribbon when composing an email:

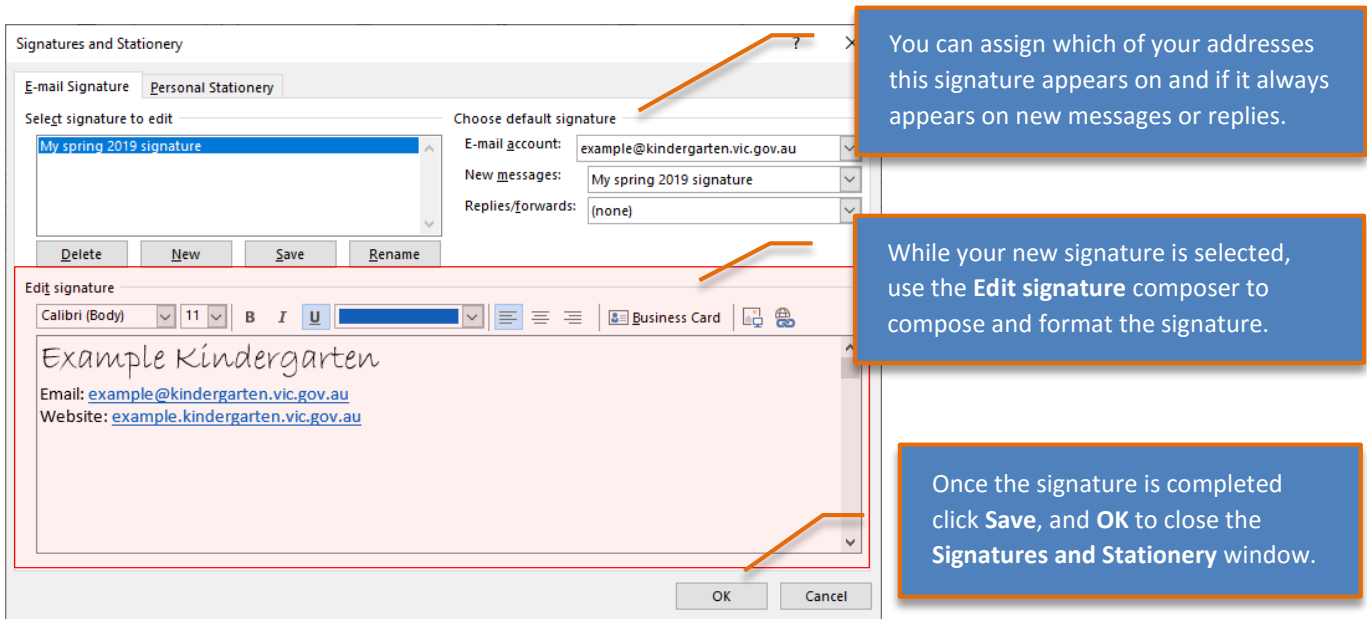
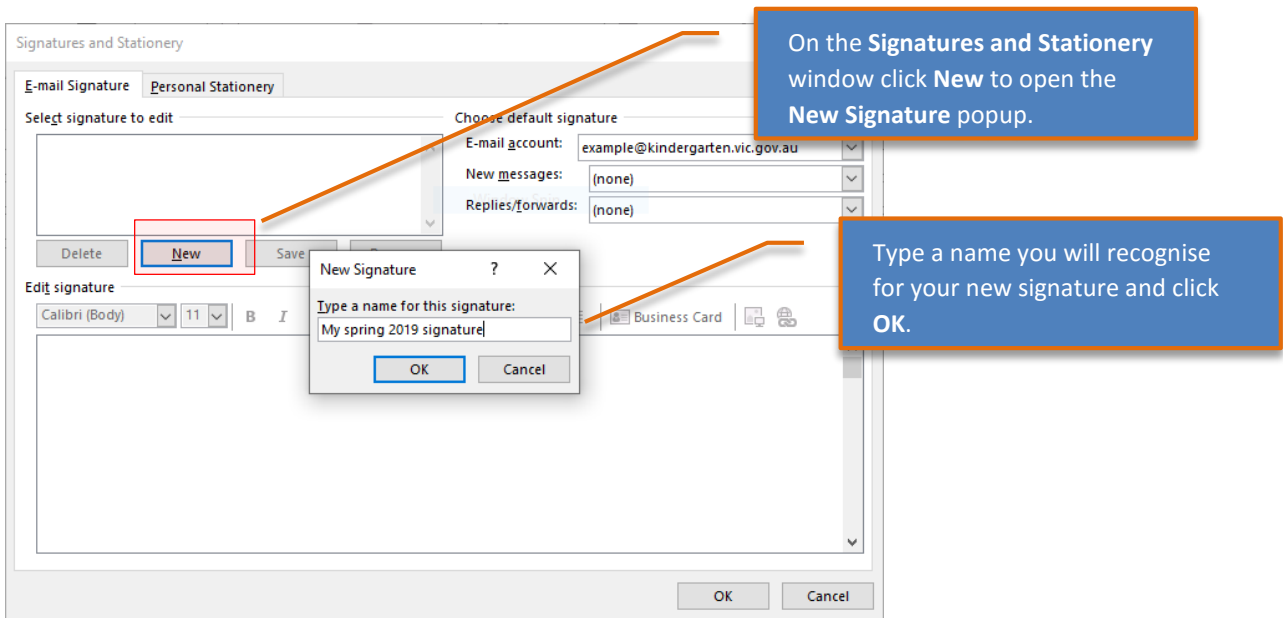


www.kindergarten.vic.gov.au info@kindergarten.vic.gov.au

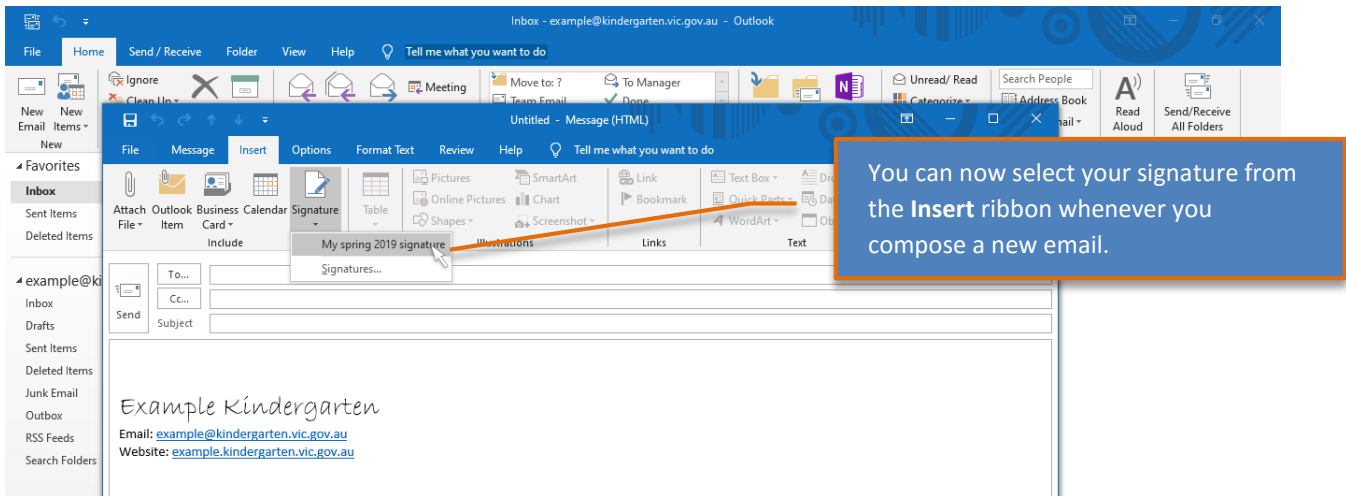


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The Kindergarten IT Program is supported by the Victorian Government.





Adding your signature to a new email from the Insert ribbon:



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Accessing the Signatures and Stationery window from Outlook 2007 Options:

