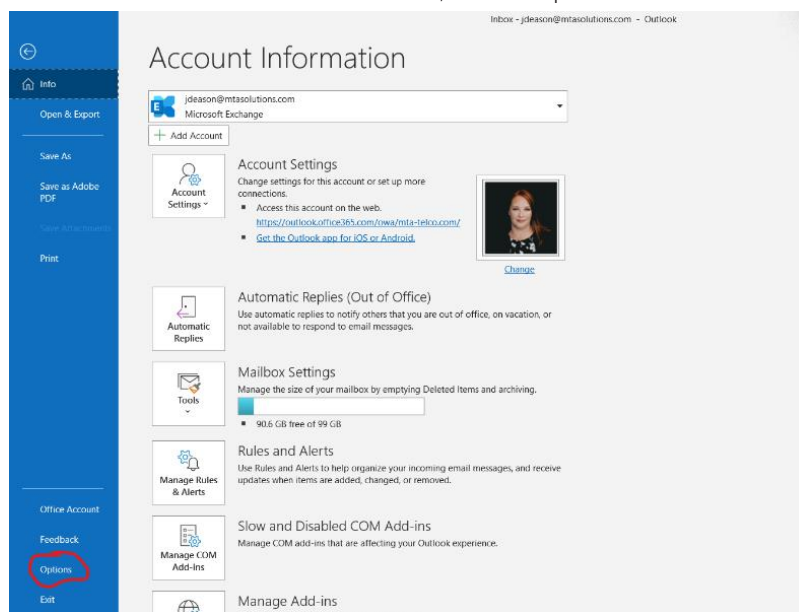


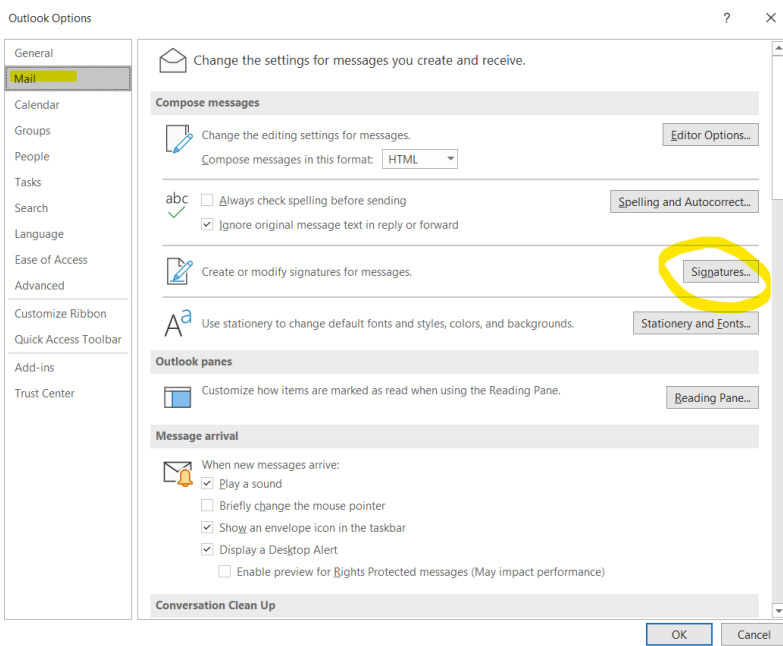


Email Signature Update Instructions

1. Use the [MTA Email Signature Generator](#) to prepare your email signature.
2. Review your previewed signature below the form for any errors. If everything is correct click the “Copy Contents” option below the preview.
3. In Outlook click the File Menu, then Options in the lower left margin.



4. Select Mail in the left margin, then Signatures from the Outlook Options dialogue box.



5. Select the signature you want to update from the list on the top left or select the New button, then click in the text box area at the bottom of the window and paste the copied template using Ctrl+V or right click paste, then update with your contact information.
6. Make sure your updated branding signature is set to be used for new messages and replies/forwards in the top right section.

Choose default signature

E-mail account:	jdeason@mtasolutions.com	▼
New messages:	New Branding	▼
Replies/forwards:	New Branding	▼

7. When you have all the details and options updated, click OK in the bottom right of the dialog box.
8. Click OK on the Outlook Options window and you're all set.