**Updating Your Signature in Outlook**

1. In Outlook, select File at the top
2. Select options
3. Select Mail from the Pop-Up
4. Select the ‘Signatures…” button
5. Select “New”
6. Type in “Trustpoint.One” and hit “OK”
7. \*\*Make sure to copy the signature from below before proceeding by highlighting, right clicking and selecting copy.

**

First Name Last Name**

Title

c: xxx.xxx.xxxx
o: xxx.xxx.xxxx
o: 855.699.1205

[www.trustpoint.one](http://www.trustpoint.one/)

1. Right click in the empty box, select the clipboard with brush to paste with formatting
2. Highlight over the name line (click and drag) then type your name. Then do the same with the title line, phone numbers (use “.” Periods between numbers), and leave the www.trustpoint.one link
3. On the top half of the pop up, select Trustpoint.One next to new messages (and replies, if you include your signature in replies)
4. Hit Save

