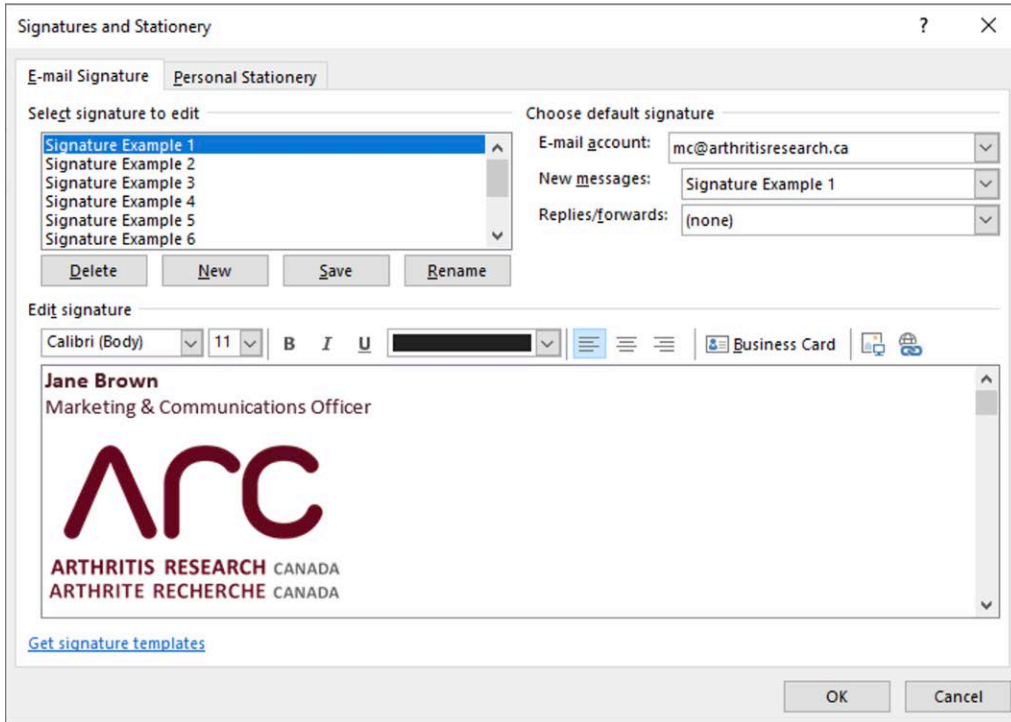


# How to create a personalized signature for your email

1. Download the email signature template from Arthritis Research Canada's website.
2. Open a new email message.
3. On the **Insert** menu, select **Signature > Signatures**.



4. Choose **New**, and in the **New Signature** dialog box, type a *name* for the signature.
5. Under **Edit signature**, **Paste** the signature in the empty box.
6. Make sure you update your Name, Title, and Phone Number
7. Click OK.
8. Change your default signature for new messages, replies and forwards to the signature you created and you're done.

