## 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.

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- 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.

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