



INSTALL EMAIL SIGNATURE

1. Copy signature

- <https://assets.grossepointelibrary.org/email.html>
open link in your browser
- press CTRL + A to select the signature
- press CTRL + C to copy the signature

2. Open Outlook settings

- open Outlook on your computer
- click the File tab
- select Options

3. Create new signature

- select Mail from the left hand side
- click on the Signatures button
- click on New
- name your new signature

4. Save signature

- click in the signature box
- press CTRL + V to past your signature
- update your name and position
- click OK to accept changes

