Outlook Email Signature Instructions

Open the "Email Signatures" document located here:
http://www.hernandezconsulting.com/#!worddocs/vngn0

DEFAULT

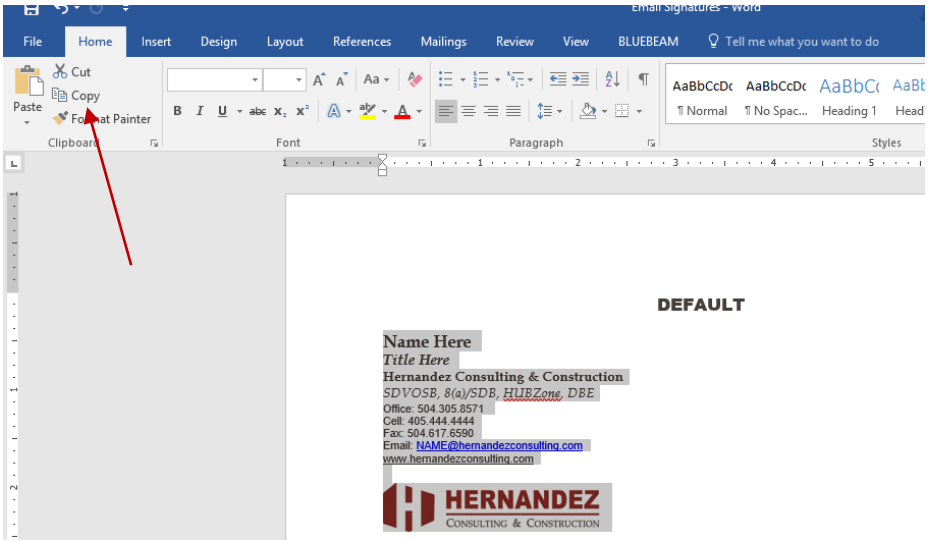
Name Here
Title Here
Hernandez Consulting & Construction
SDVOSB, 8(a)/SDB, HUBZone, DBE
Office: 504.305.8571
Cell: 405.444.4444
Fax: 504.617.6590
Email: NAME@hernandezconsulting.com
www.hernandezconsulting.com

HERNANDEZ
CONSULTING & CONSTRUCTION

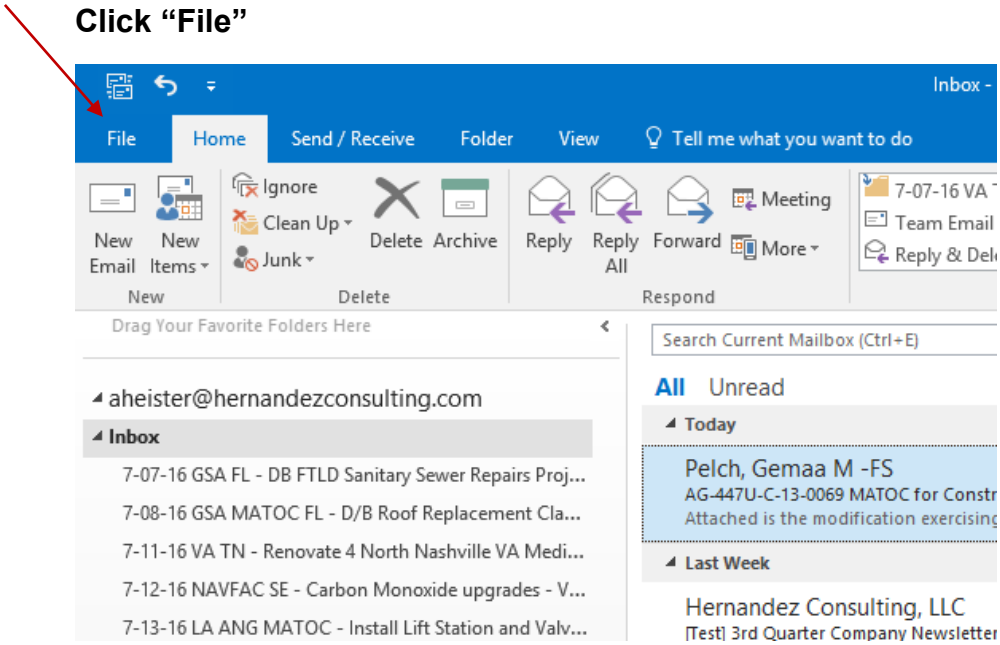
DEFAULT with Address

Name Here
Title Here
Hernandez Consulting & Construction

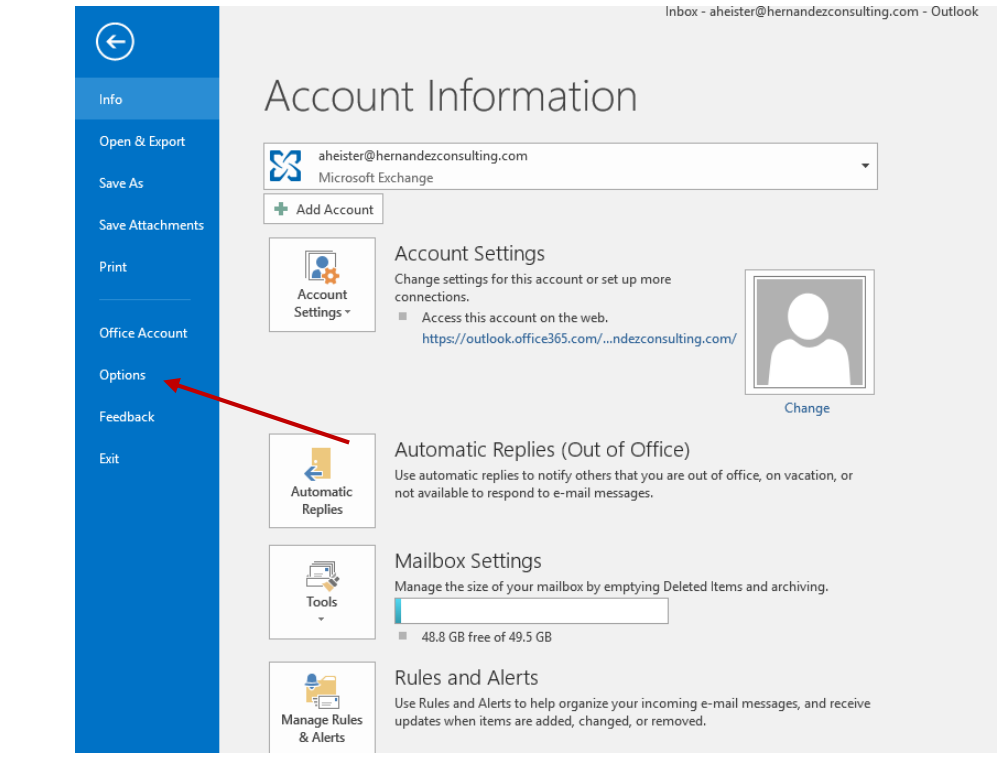
Using your cursor, highlight the entire signature. Then, click copy.



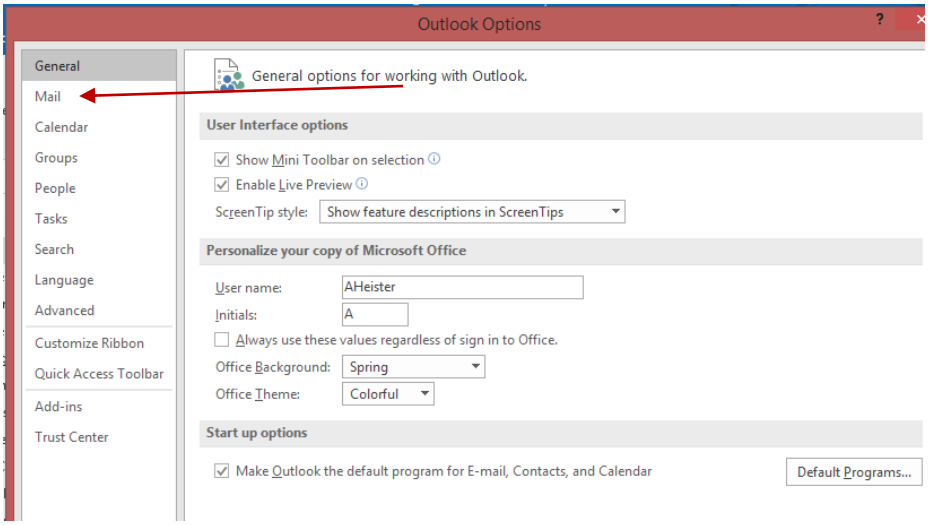
Click “File”



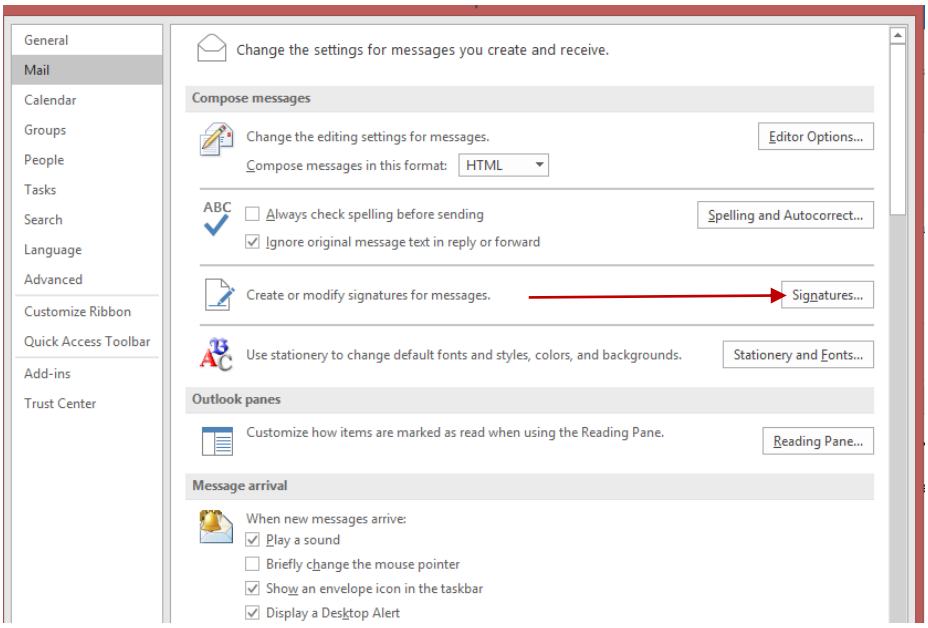
Select “Options”



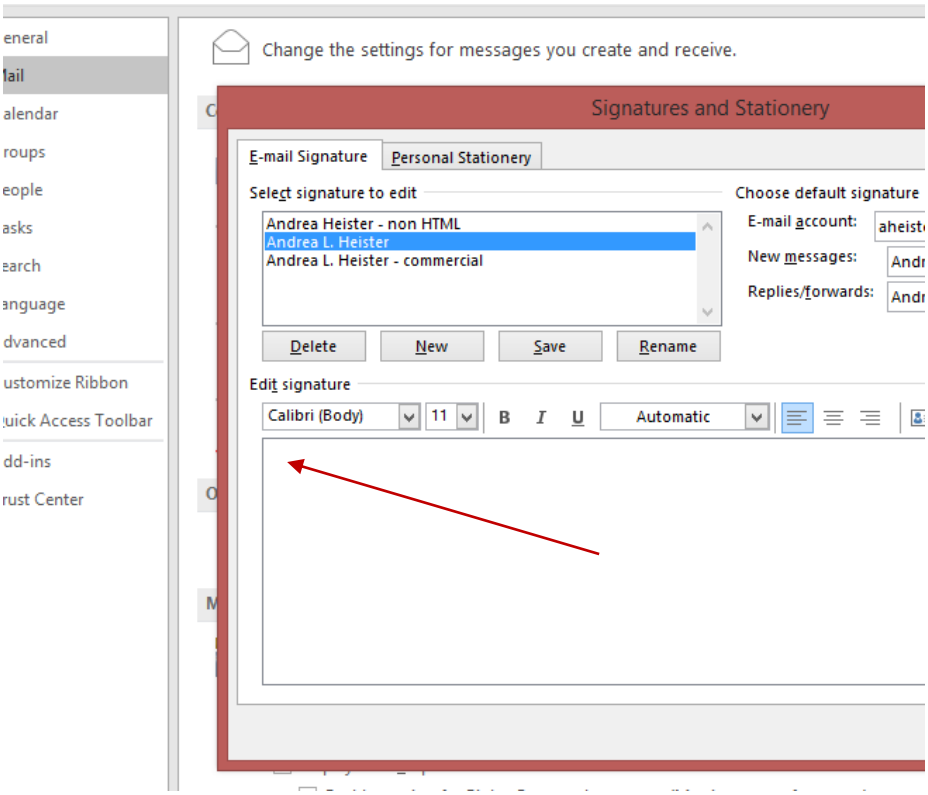
Select “Mail”



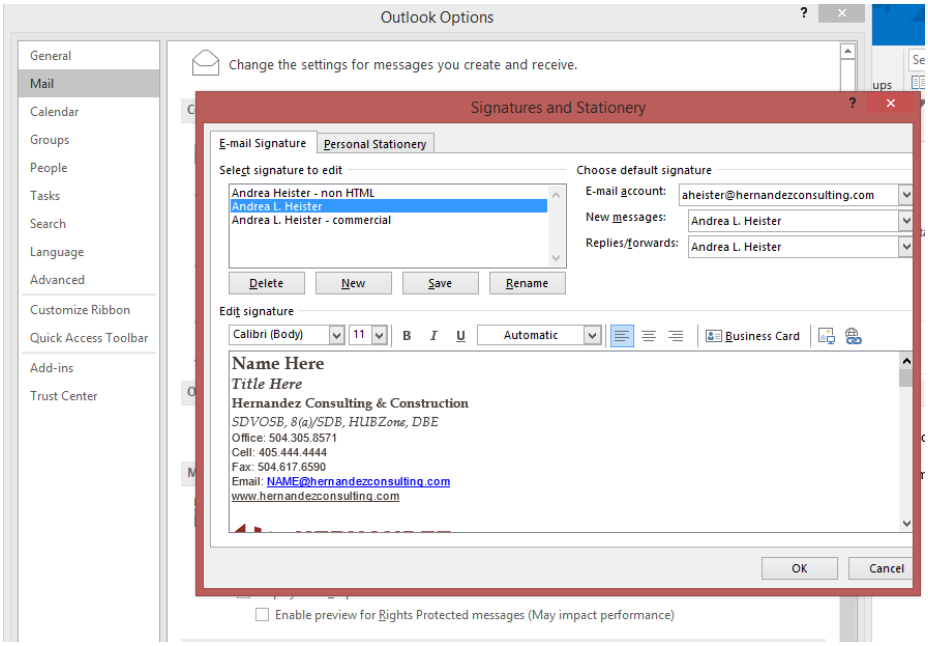
Click “Signatures”



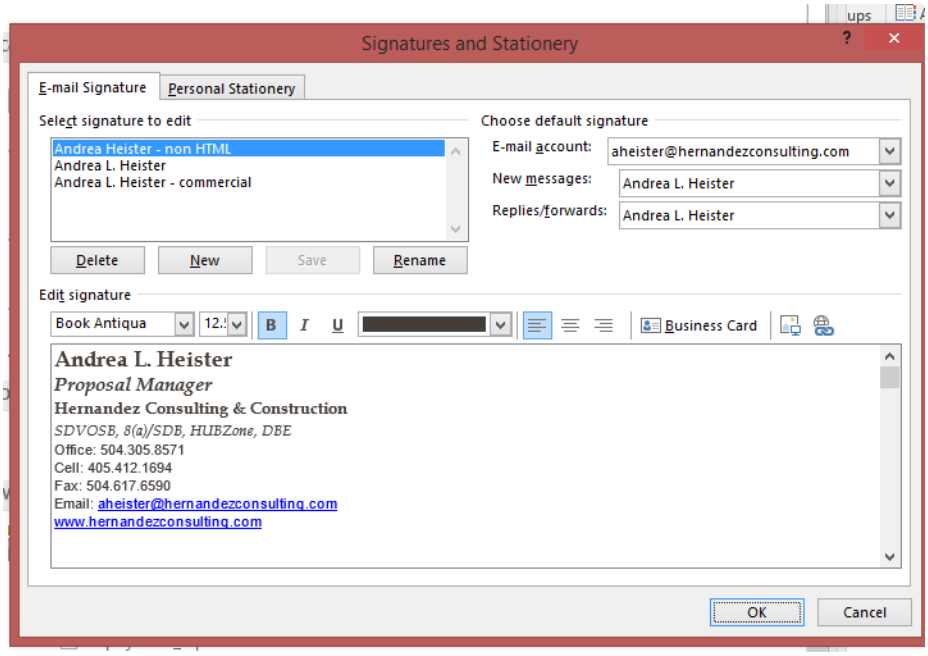
Go back to Outlook. Place your cursor in the white box.



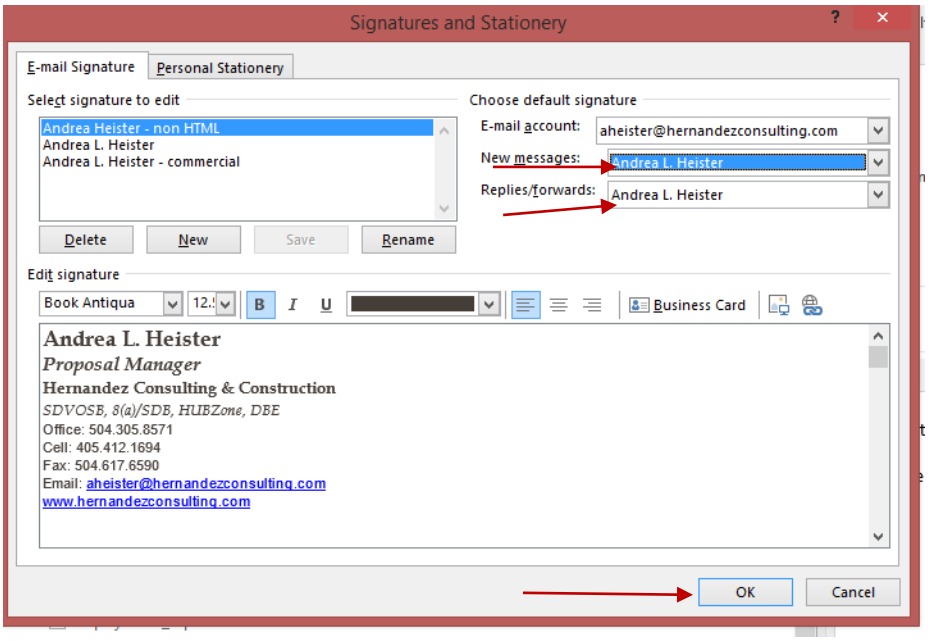
Right click your mouse and select “Paste.” Note: Use the pasting board with the paintbrush on it.



Change the information in the signature to your own.



Be sure to select your signature for “New Messages” and “Replies/Forwards.”



Click “OK” to save.