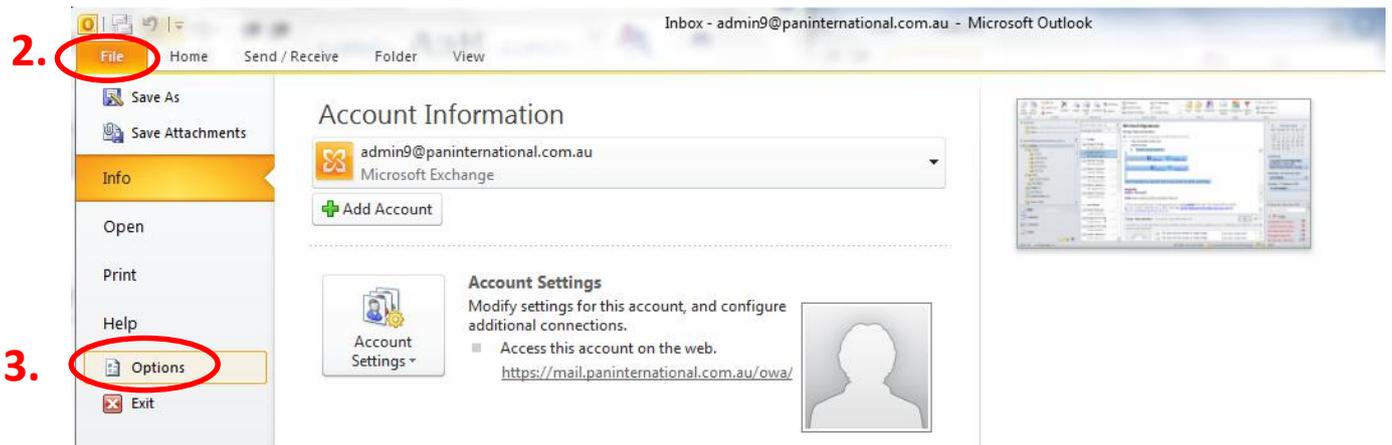


Creating an Outlook Signature Manual

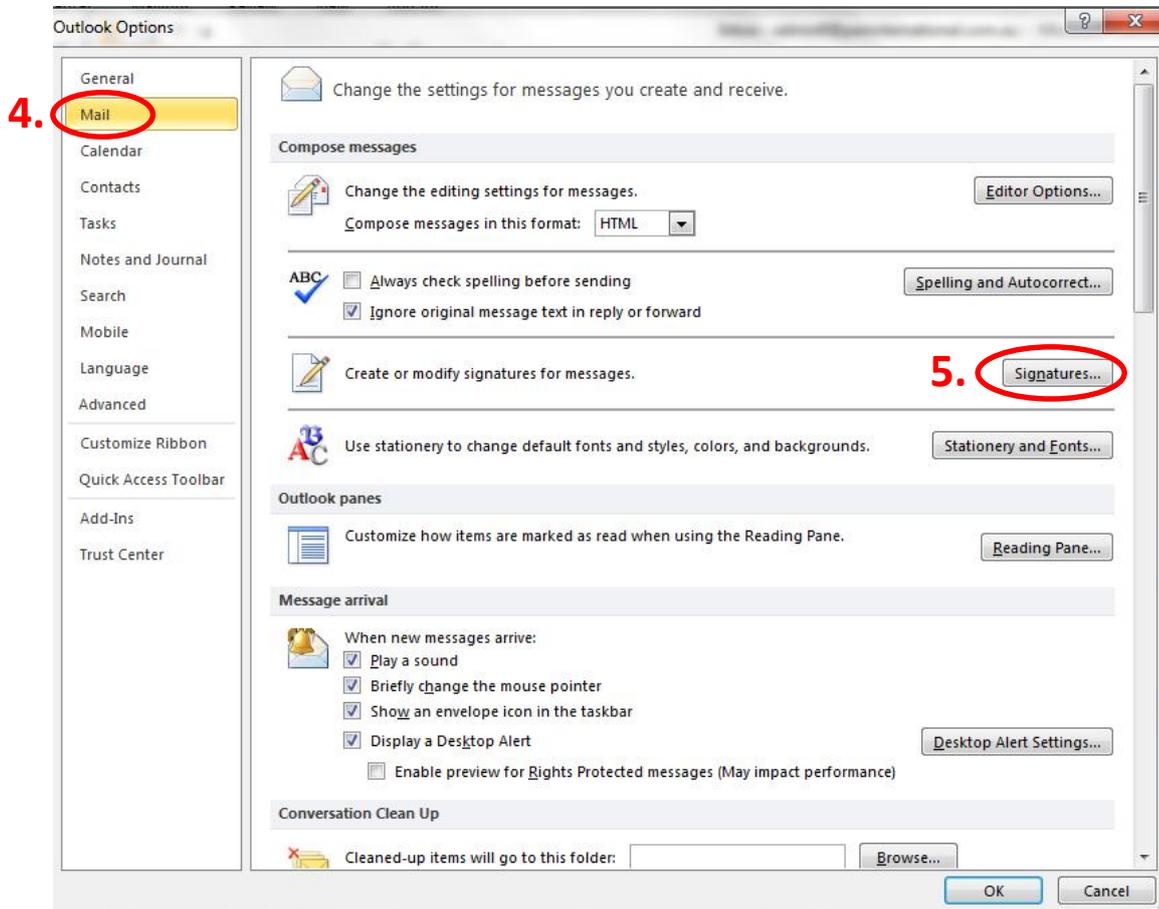
You must have 4 different email signatures in Outlook

Create a new signature:

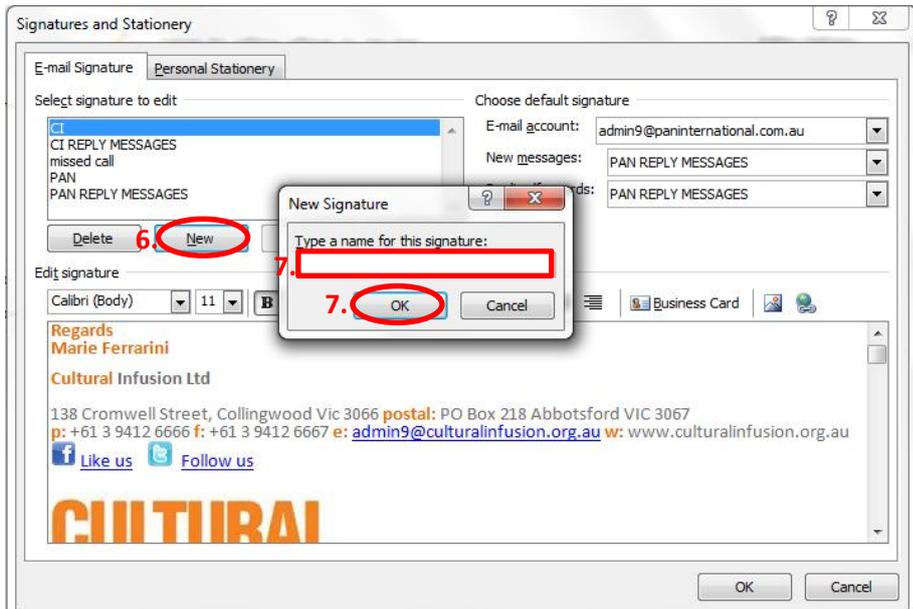
1. **Open Outlook**
2. Click File
3. Click Options



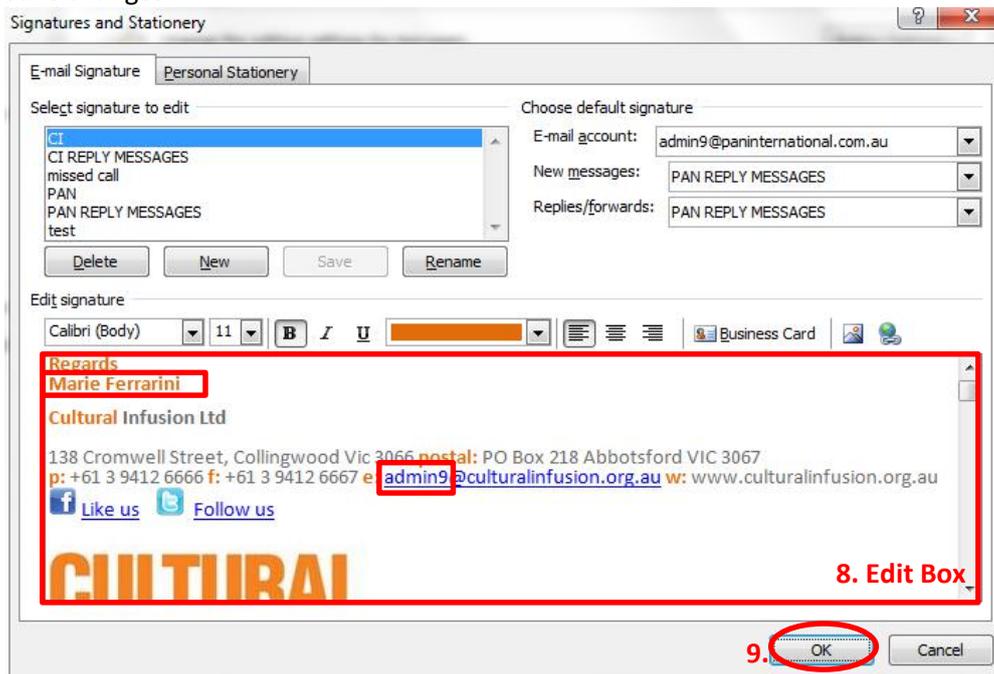
4. Click Mail
5. Click Signature



6. Click New to create a new signature
7. name it and save it



8. Copy, paste and edit your signature in the edit bow (see following templates for email signatures, make sure you wrote **your name** and **email address**)
9. Save changes



TEMPLATES FOR EMAIL SIGNATURES

PAN GENERAL SIGNATURE

Regards

Your Name

PAN International (Australia) Pty Ltd

138 Cromwell Street, Collingwood Vic 3066 **postal:** PO Box 218 Abbotsford 3067

p: +61 3 9412 6600 **f:** +61 3 9412 6699 **e:** xxxxxxx@paninternational.com.au

w: www.paninternational.com.au

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creating the experience

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www.paninternational.com.au



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CI GENERAL SIGNATURE

Regards

Your Name

Cultural Infusion Ltd

138 Cromwell Street, Collingwood Vic 3066 **postal:** PO Box 218 Abbotsford VIC 3067

p: +61 3 9412 6666 **f:** +61 3 9412 6667 **e:** xxxxxxx@culturalinfusion.org.au **w:** www.culturalinfusion.org.au



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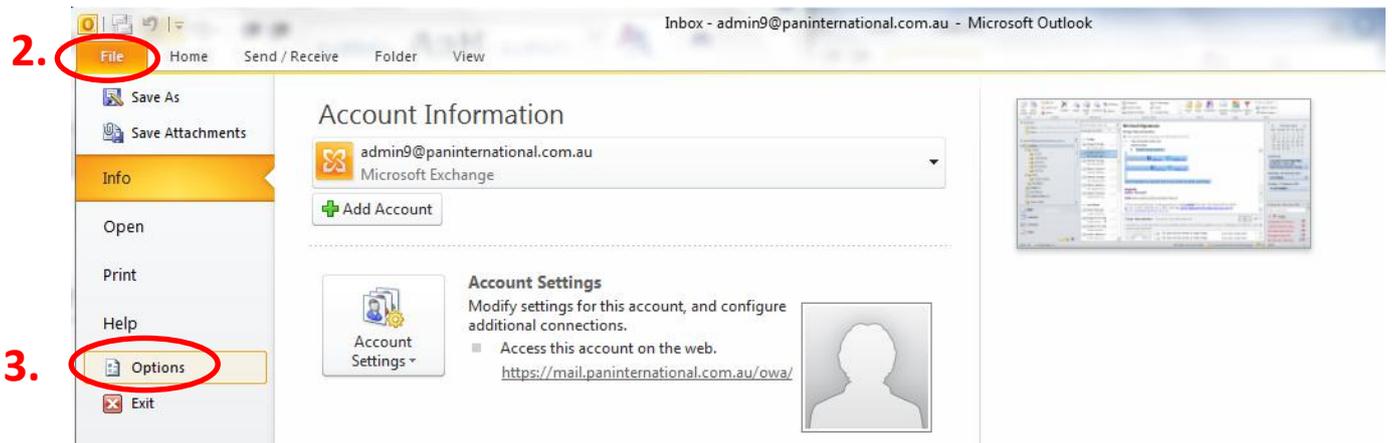
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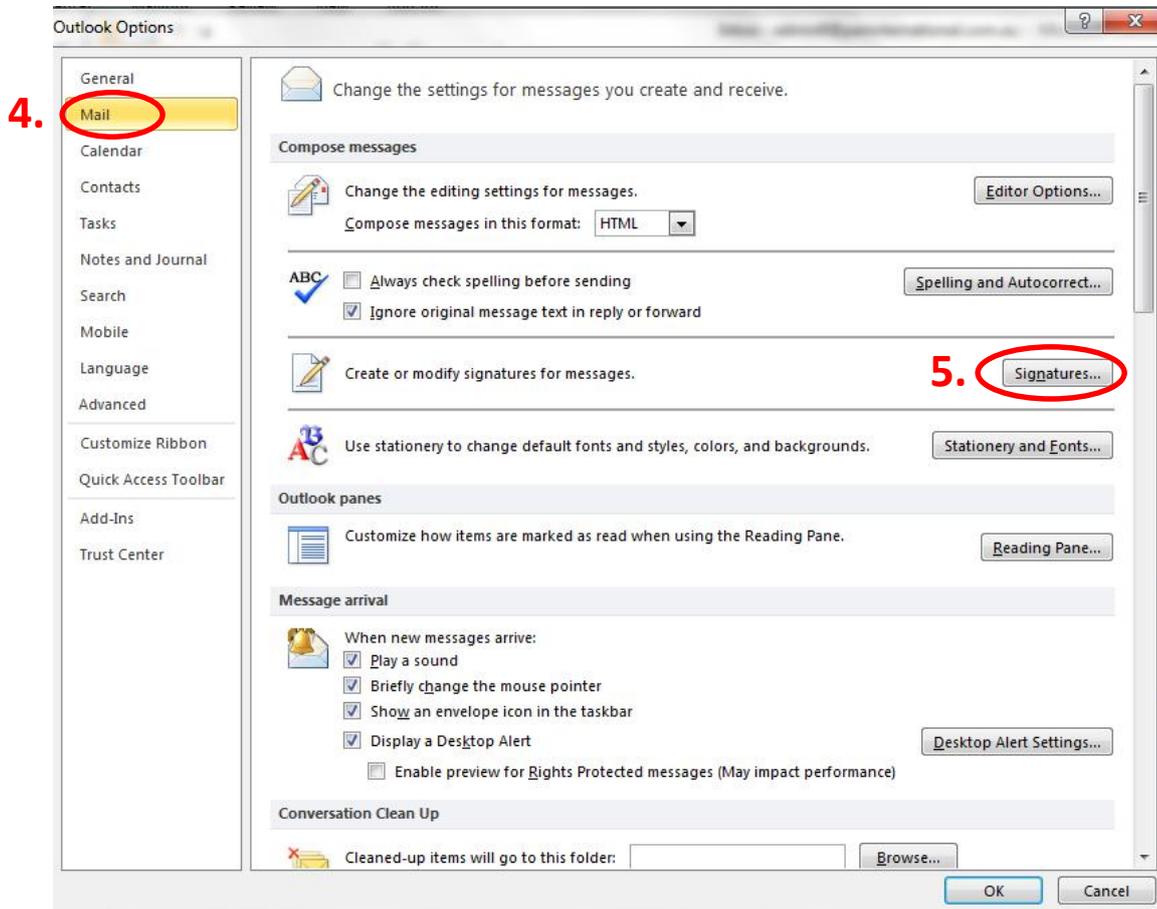
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To change your Outlook Signatures

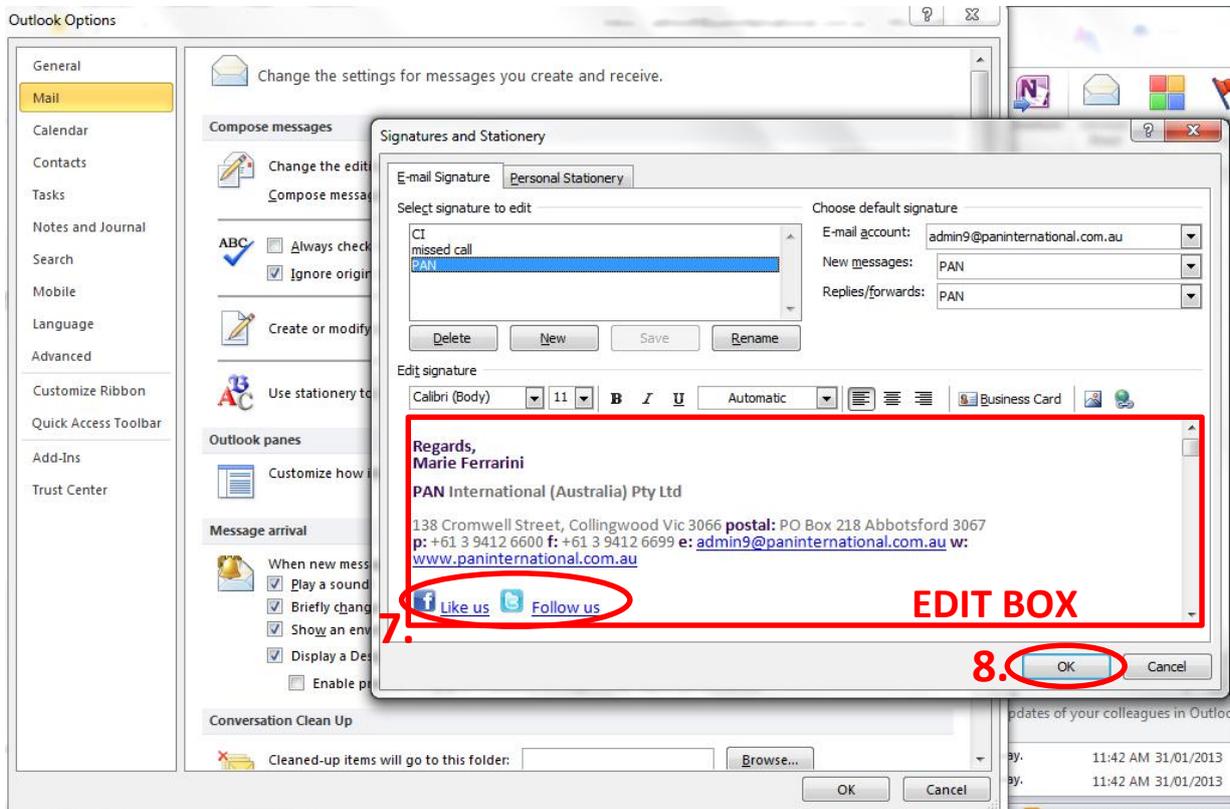
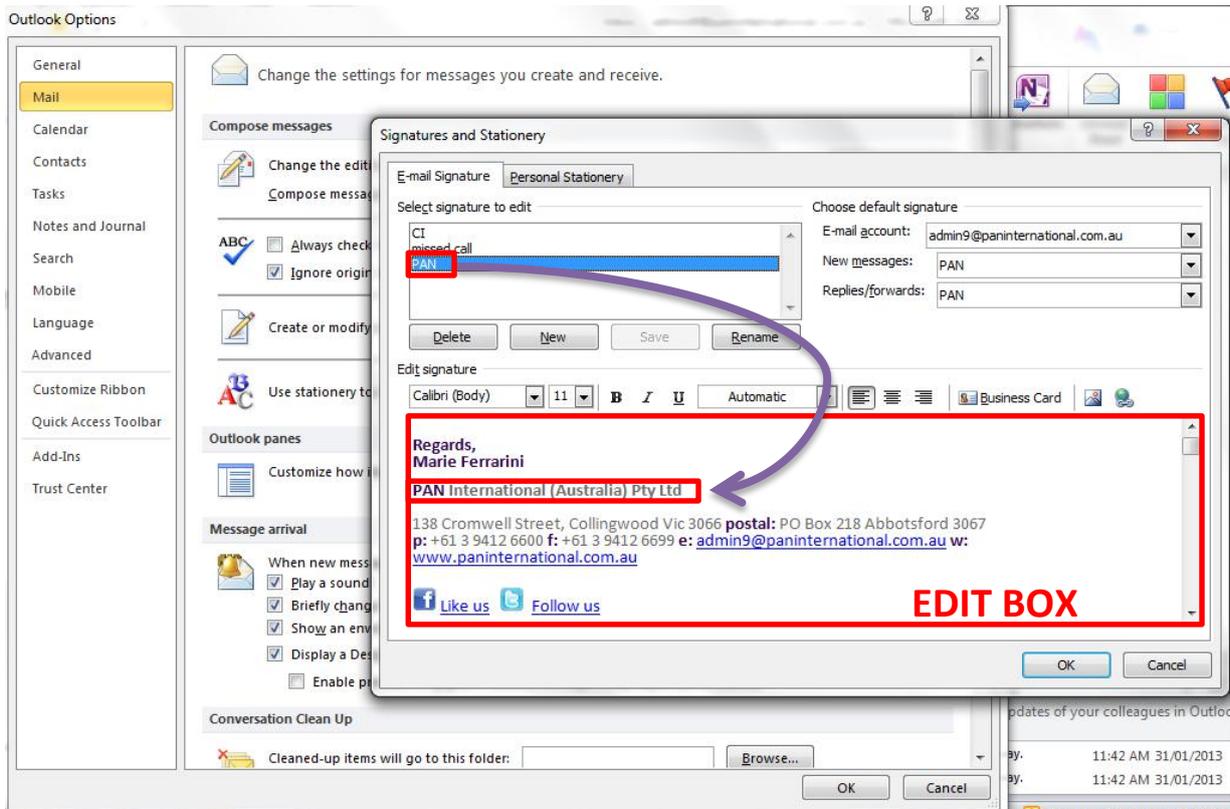
1. Open Outlook
2. Click File
3. Click Options



4. Click Mail
5. Click Signature



6. Select or **PAN** or **CI** signature: It depends of how you called it, have a look on the edit box to find out which one is it.



7. Copy and paste the right links and icons related to Pan or CI in the edit box after your details.

FOR CI SIGNATURE:  [Like us](#)  [Follow us](#)

Do the same operation for your reply messages (same signature but without the logo)

FOR PAN SIGNATURE:  [Like us](#)  [Follow us](#)

Do the same operation for your reply messages (same signature but without the logo)

- So basically you have to do the same manipulation 4 times!

8. Don't forget to save your modification!

Don't hesitate to contact me if you need to clarify anything.