Create your signature for Outlook

1. Create a new email message.
2. On the **Message** tab, in the **Include** group, choose **Signature** > **Signatures**.



1. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a **OTE** for the signature name.
2. Under **Choose default signature**, set the following options for your signature:
	* In the **E-mail account** list, choose an email account to associate with the signature. You can have different signatures for each email account.
	* In the **New messages** list, choose the signature that you want to be added automatically to all new email messages. If you don't want to auto sign your new email messages, accept the default option of **(none)**.
	* In the **Replies/forwards** list, choose the signature that you want to be added automatically (auto sign) when you reply to or forward messages. Otherwise, accept the default option of **(none)**.

5. Copy and paste the following into the lower box:

**Brett Smith**

**Ambassador of Buzz**





3600 S. Dort Hwy., Ste. 54 | Flint, MI 48507

Phone: (810) 742-1800 Fax: (810) 742-2400

 “Connect with the uncommon network!”

6. Replace personal information with your own (name, title)

7. Click 