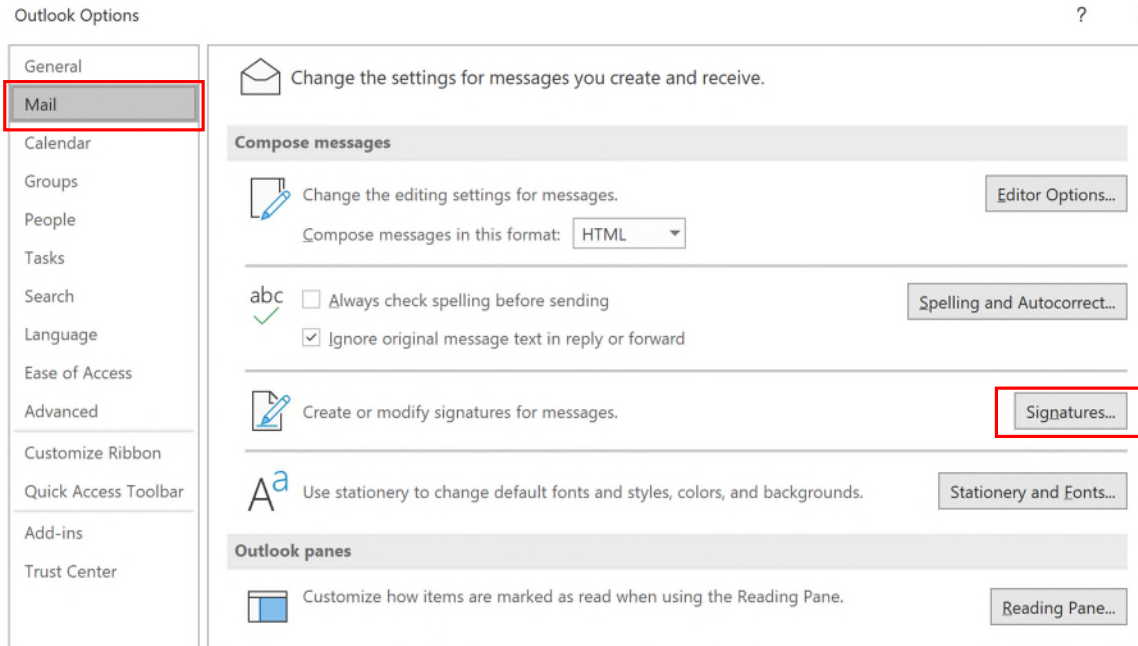
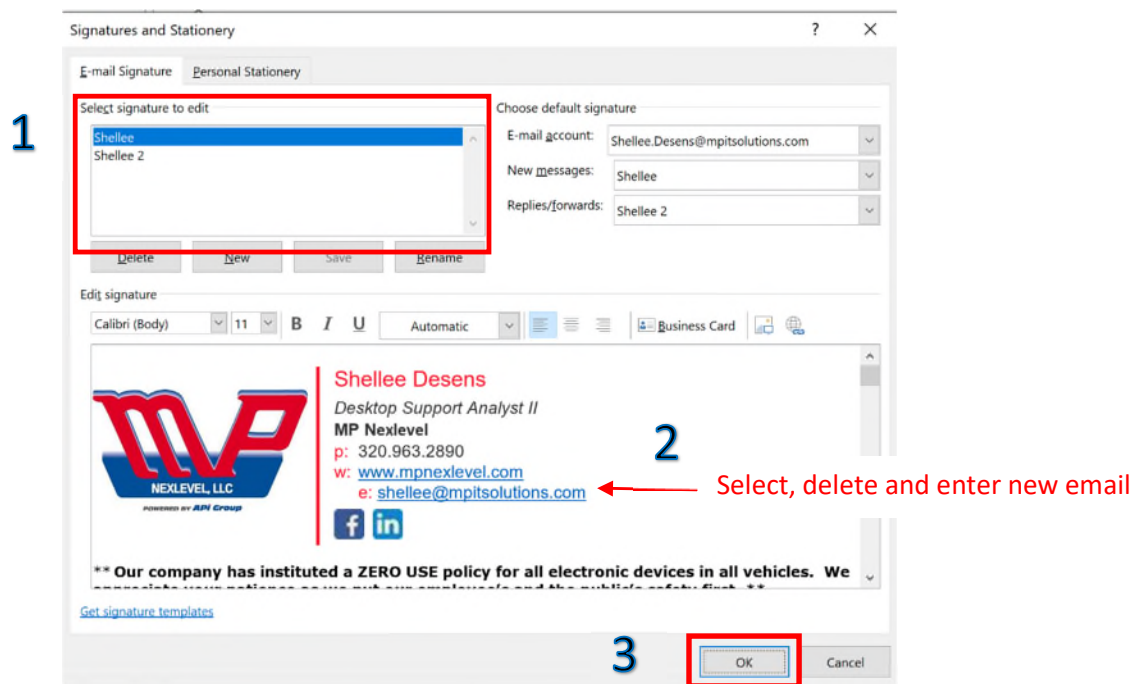


# How to update your [Signature](#) in Outlook

1. Open **Outlook**.
2. Click on **File** at top left.
3. Click on **Options**.
4. Click on **Mail** then **Signatures**.



5. Click on the **Signature** to edit then select your email address and delete it.
6. Type your new email address.
7. Click **Ok**.



If you do not have a Signature, we can help. Please send a ticket to the helpdesk.