Here’s how to replace your current signature with the new one:

1. Edit the signature at the bottom of this email with your name, your phone number, and any other information specific to you.
2. Highlight the entire new signature, including the image.
3. Press CTRL+C to copy the signature.
4. Select “New email” from the top menu bar.
5. From the new email screen, select “Insert” and then “Signature” icon found in the “Include” options from the top menu bar.
6. Click “Signatures…”
7. Press “New” and type a name for your new signature.
8. Ensuring that your new signature is selected, press CTRL+V to paste the signature. It is important that you use CTRL+V rather than right-click, paste.
9. Select your signature next to “New Messages:” and/or “For Replies/Forwards:” in the “Choose default signature” section so that your signature automatically appears in your emails.
10. Click “Save.” **Please note that the image and tagline might NOT be visible in the signature box, but they ARE there.**
11. If you choose to skip step 9: To use your signature in your emails, select “Insert” and then “Signature” from the top menu bar and select your newly created signature.