



Mid-Cape Email Signature

Please copy and paste the email signature below into your Outlook 365 email signature area. Please be certain to update the placeholder information with yours. Thanks!



First name Last name
Job Title
Mid-Cape Home Centers
Office: (xxx)xxx-xxxx | Cell: (xxx)xxx-xxxx
www.midcape.com
f i y



Highlight



Mid-Cape Email Signature

Please copy and paste the email signature below into your Outlook 365 email signature area. Please be certain to update the placeholder information with yours. Thanks!



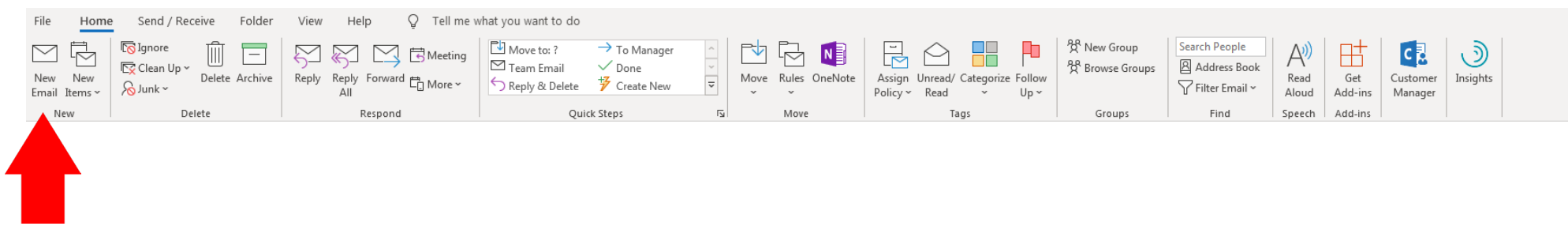
First name Last name
Job Title
Mid-Cape Home Centers
Office: (xxx)xxx-xxxx | Cell: (xxx)xxx-xxxx
www.midcape.com
f i y

- Look Up "First name Last name Job Title Mid-Cape Home..."
- Copy**
- Search Google for "First name Last name Job Title Mid-Cape Home..."
- Print...
- Inspect
- Speech
- Add to iTunes as a Spoken Track



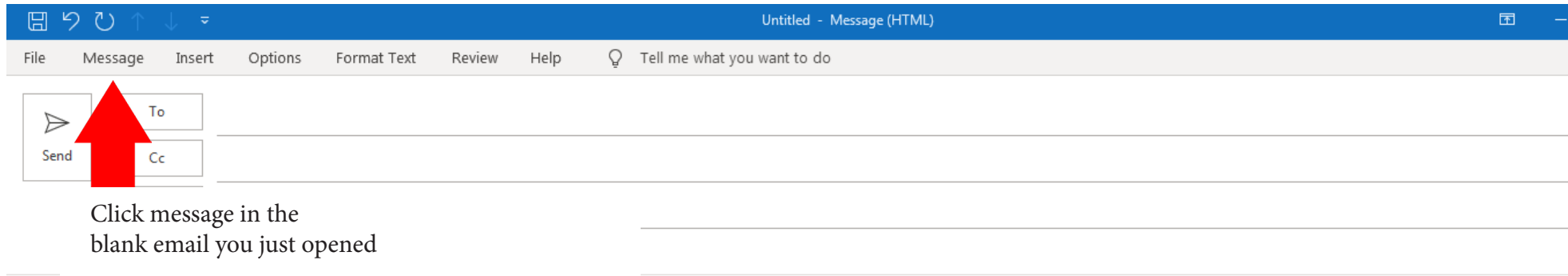
In order to copy all contents of the signature, hold down the "Shift" key on your keyboard while you double click your mouse to the right of the signature. That will highlight the YouTube logo, which will be left out if not done this way. Then, hold down and drag the cursor across to the left until the entire signature is highlighted.

1.



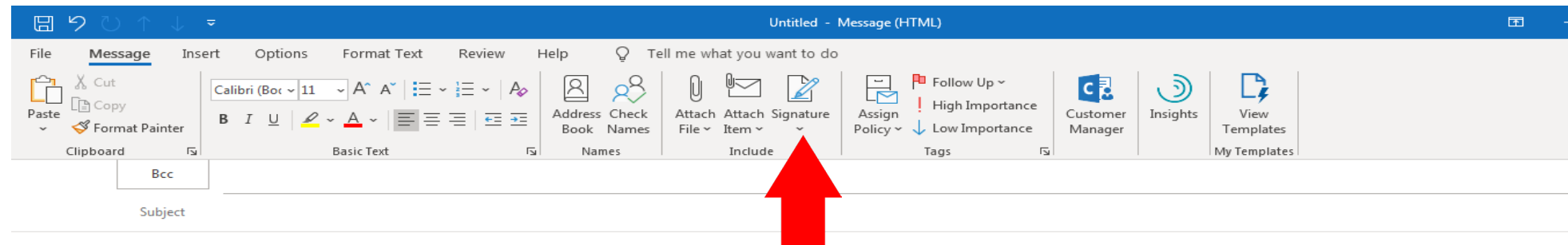
Open a new email in Outlook

2.



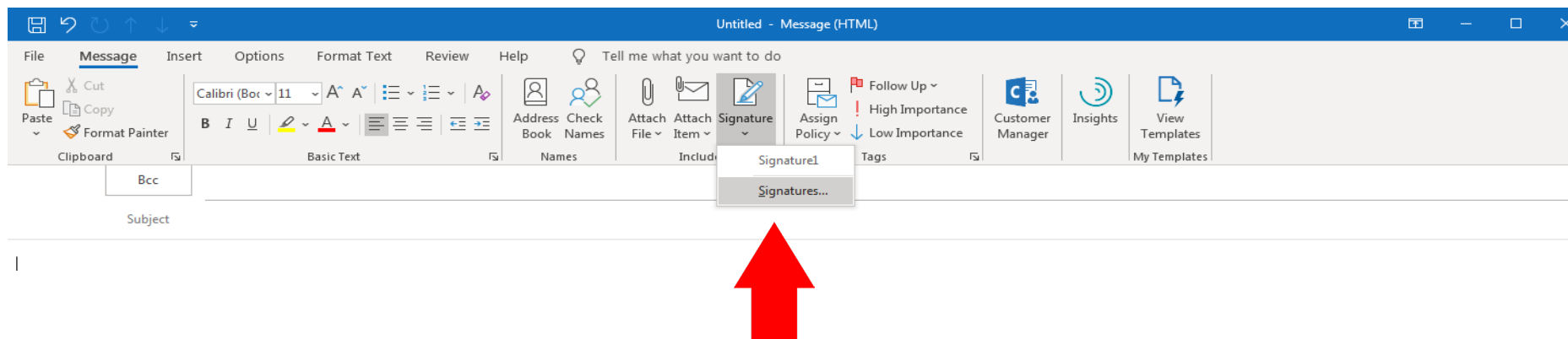
Click message in the blank email you just opened

3.



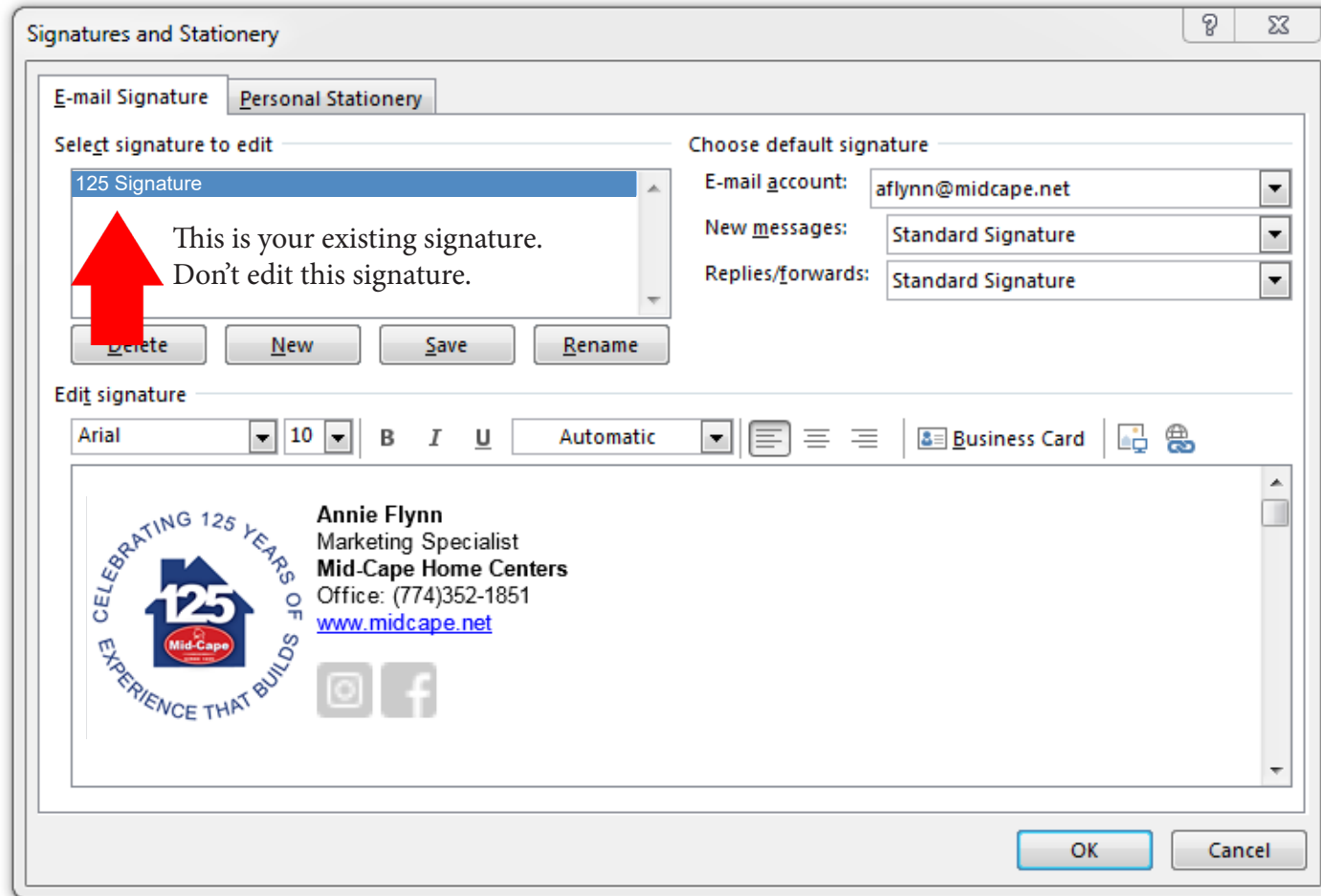
Click signature in the message tab

4.



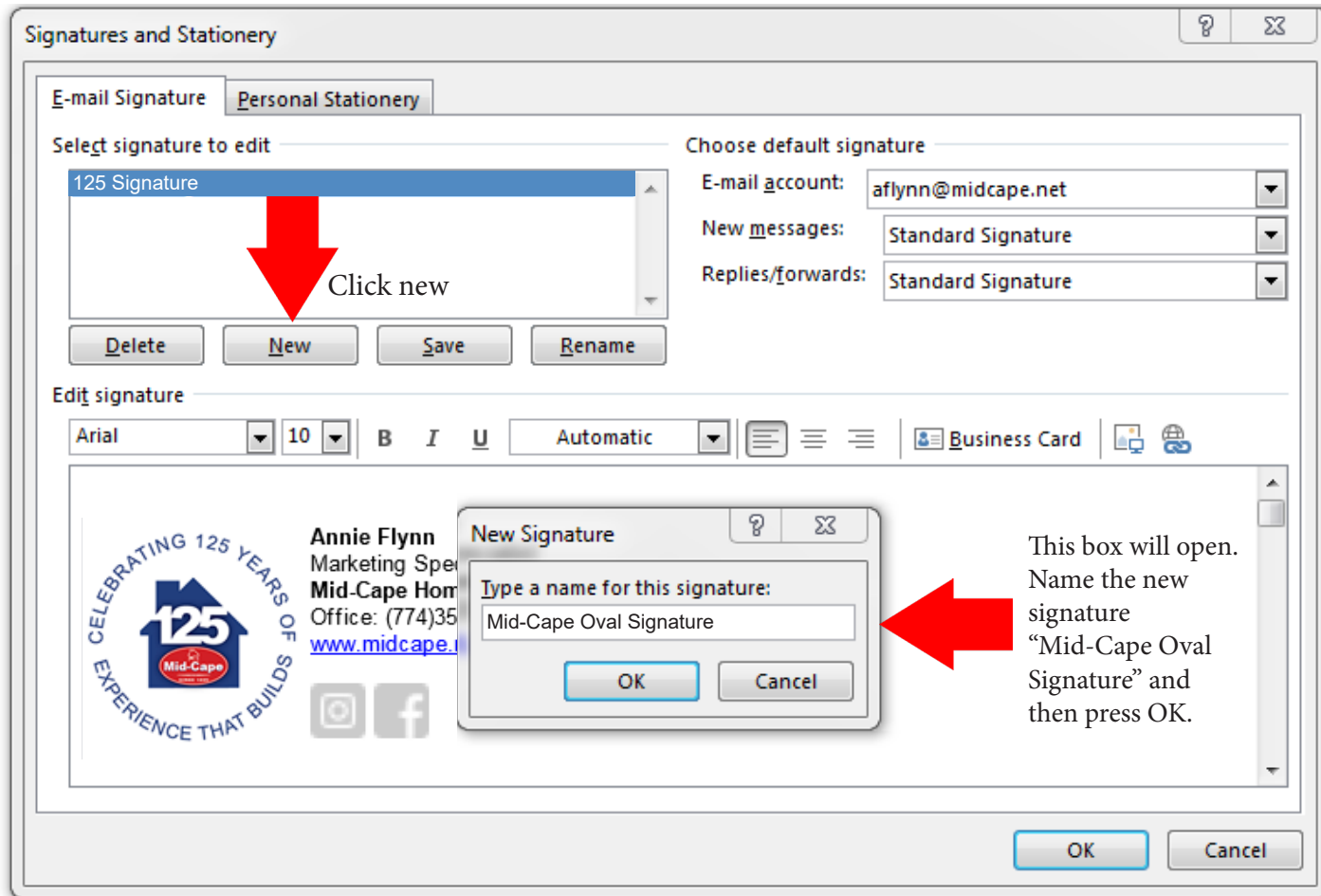
Click signatures

5.

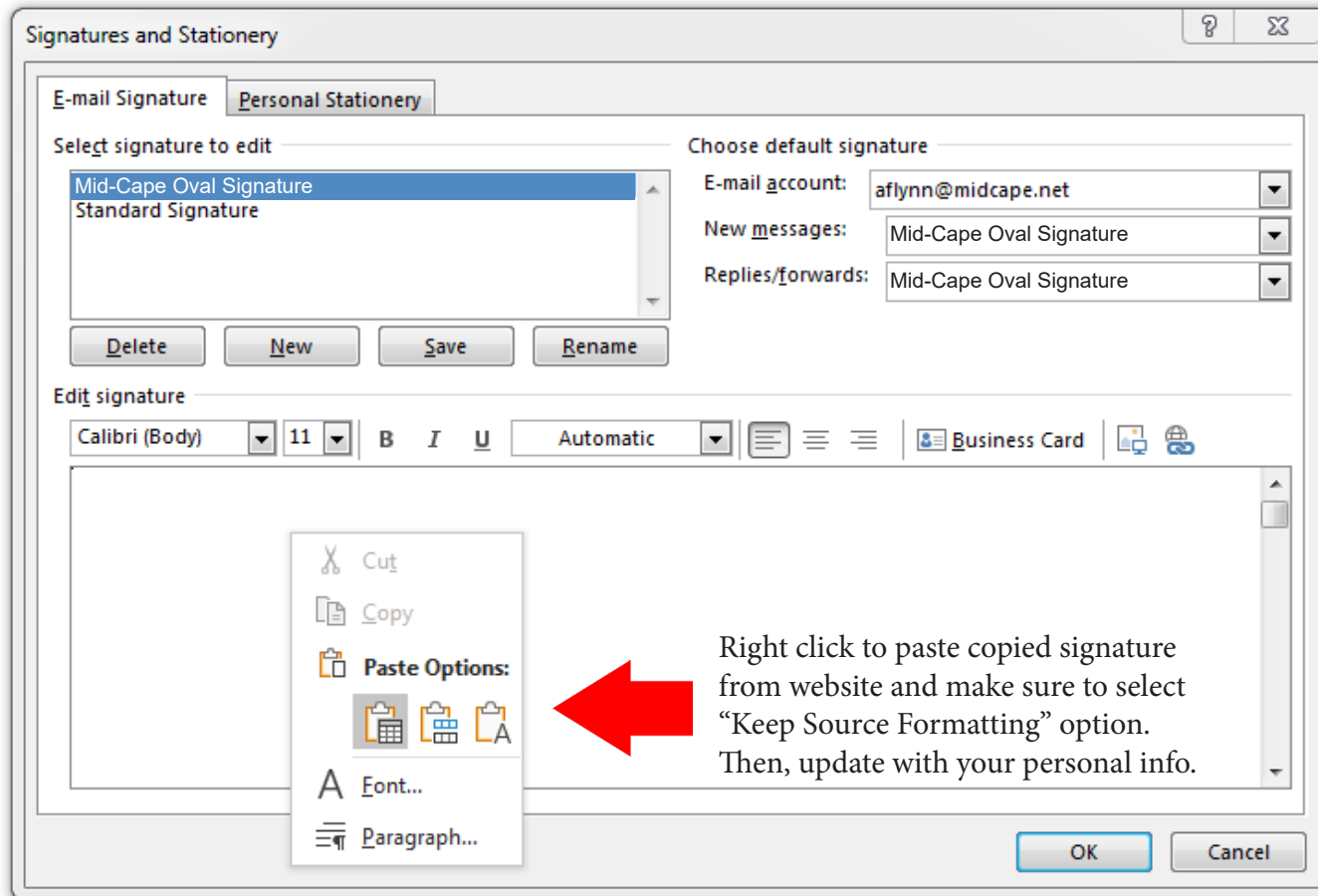


6.

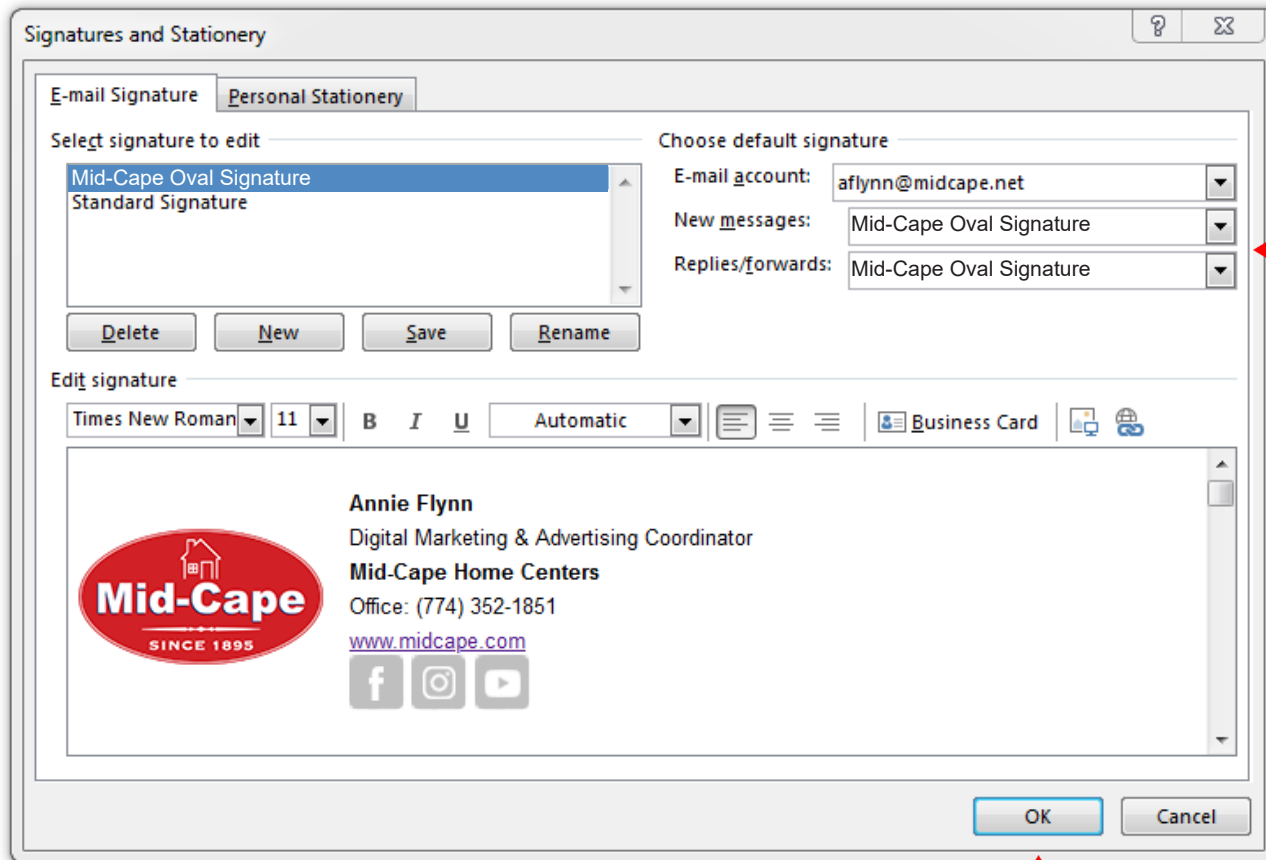
It is extremely important that you create an entirely new signature. If this is not done, it most often causes severe formatting issues. Please create a brand new signature rather than editing the old one. See below for directions on how to do so.



7.



8.



Make sure new messages and replies/forwards are set as your new "Mid-Cape Oval Signature."

If this section does not look like this, click the drop-down arrow to select the correct signature.

Click OK to save