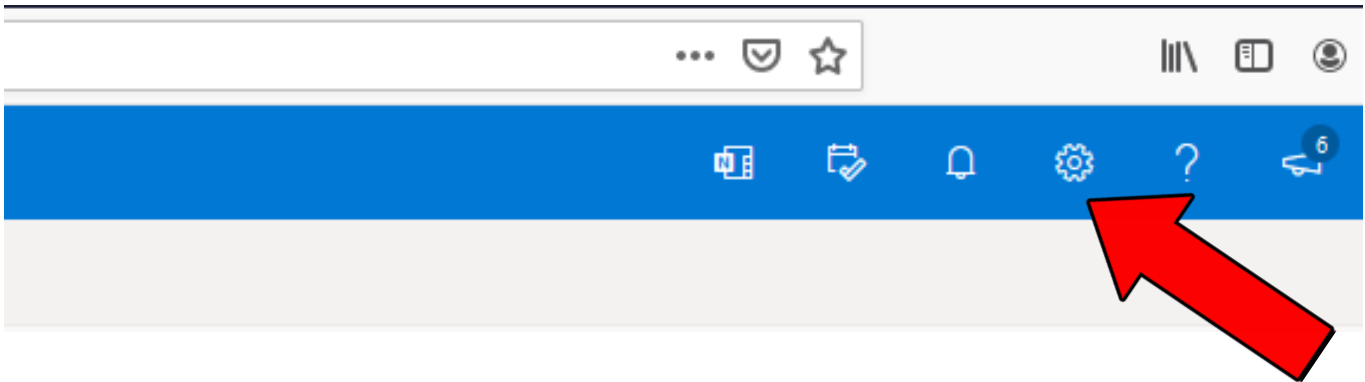


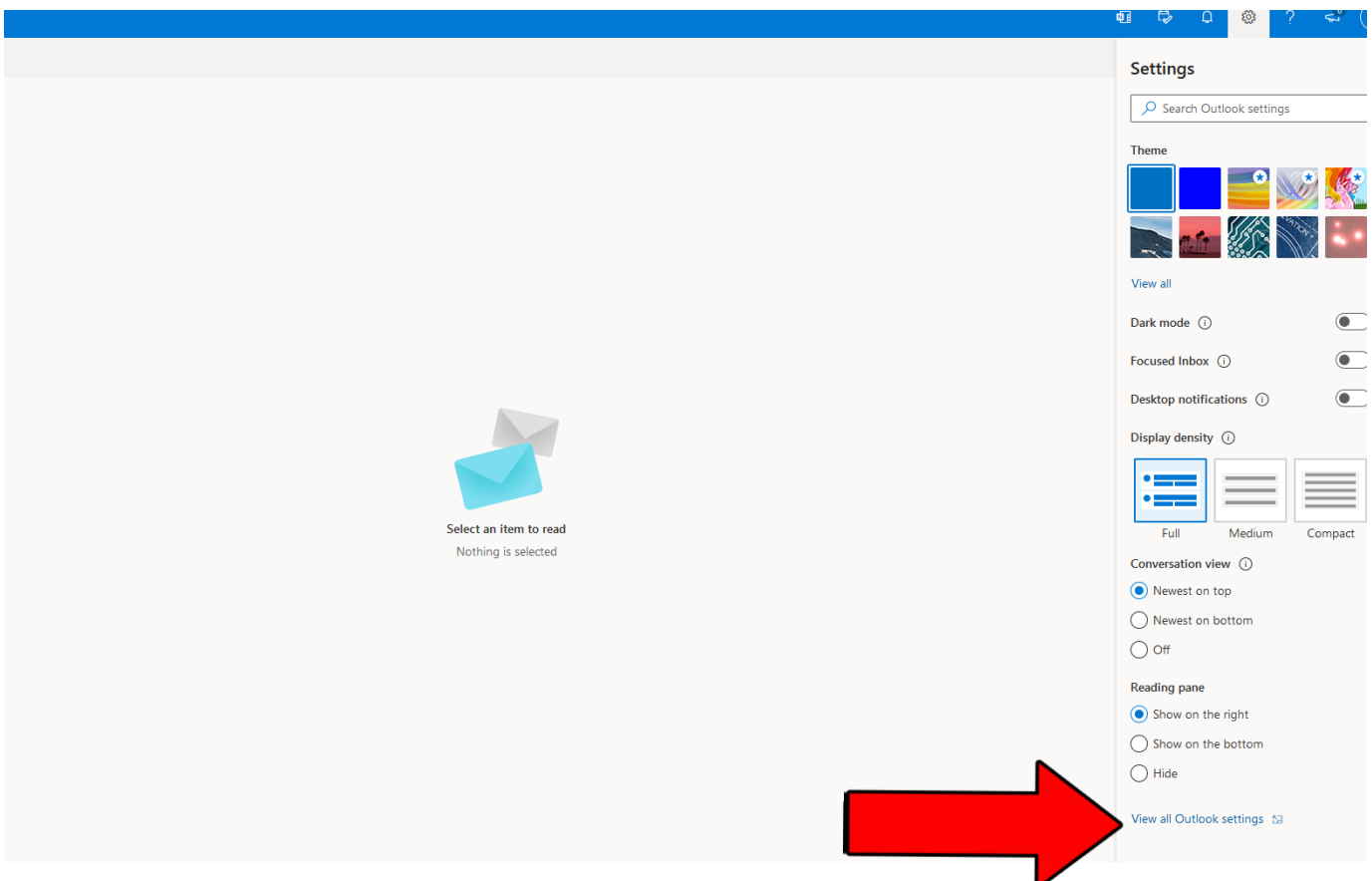
Instructions on changing your email signature if you use Outlook in your web browser.

Visit Outlook online and open a separate tab with www.midcape.com/email-signature-format/.

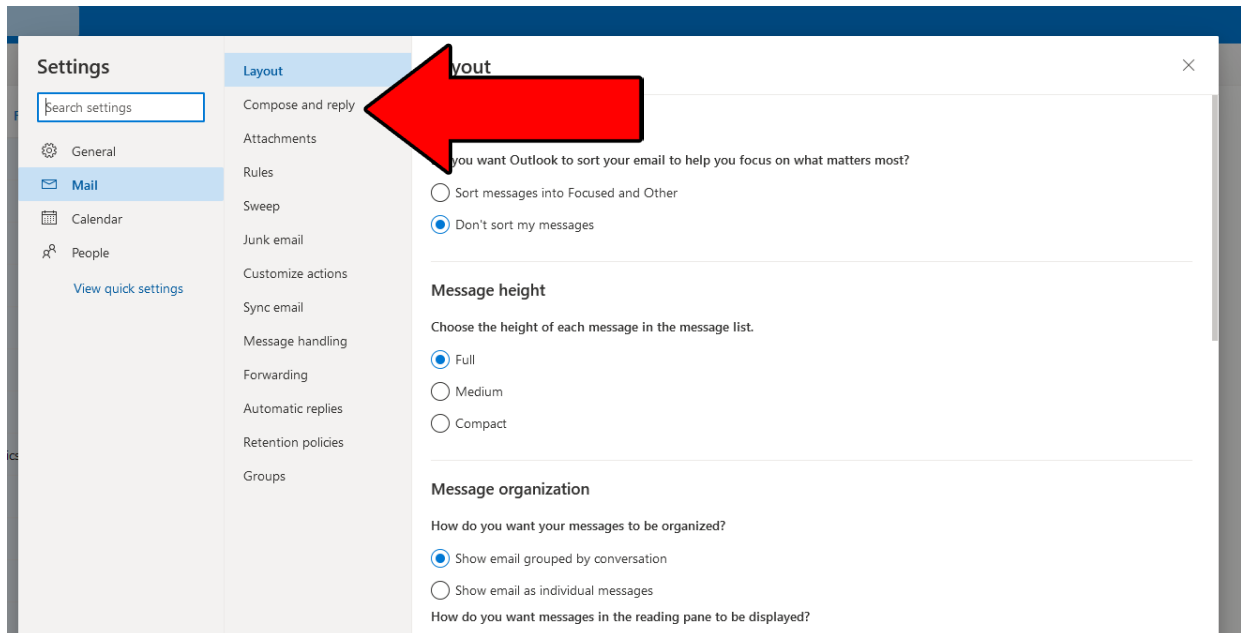
Step 1) Go to the top right of the blue task bar in your Outlook tab and click the Settings button.



Step 2) A menu will open up on the right once you click Settings. At the bottom of the menu, click “View All Outlook Settings.”



Step 3) A new window will pop up within Outlook. From there, click “Compose and Reply.”



Visit Outlook online and open a separate tab with www.midcape.com/email-signature-format/.

Step 4) Click on the Email Signature Format page on the Mid-Cape website (you should have already opened it in a new tab). Highlight just the entire email signature on that page. Right click and “copy.”

Tip: If your mouse won't highlight the entire signature, start from the bottom right, double click until YouTube icon is highlighted, then hold down the “Shift” key on your keyboard while highlighting all the rest and that will help.

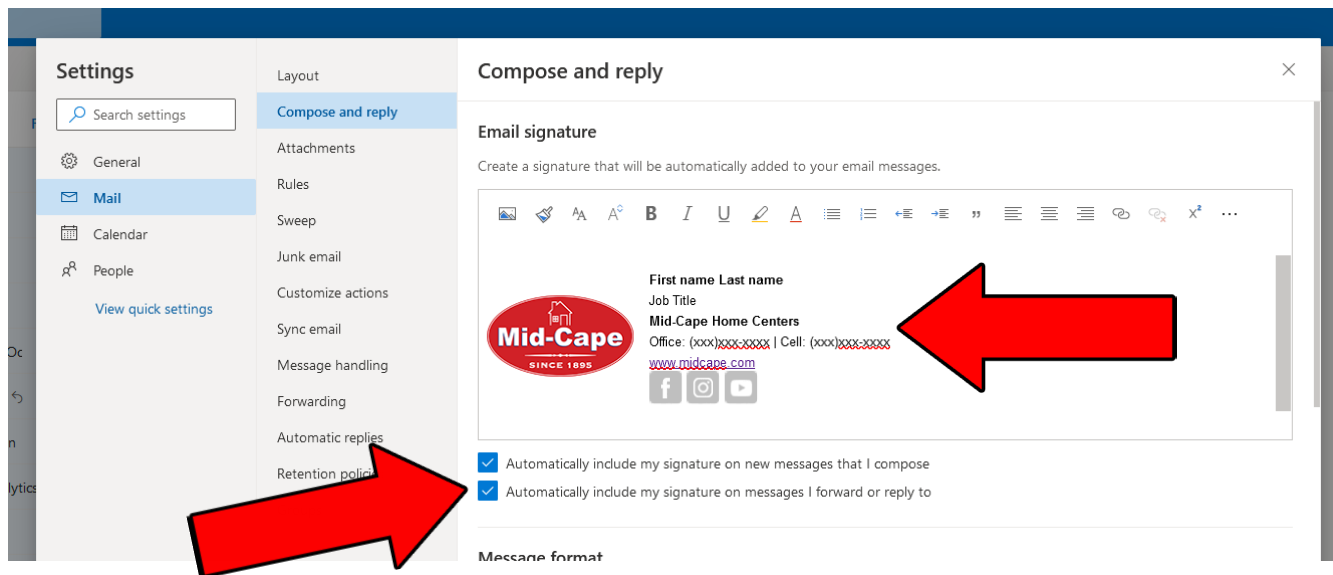


Mid-Cape Email Signature

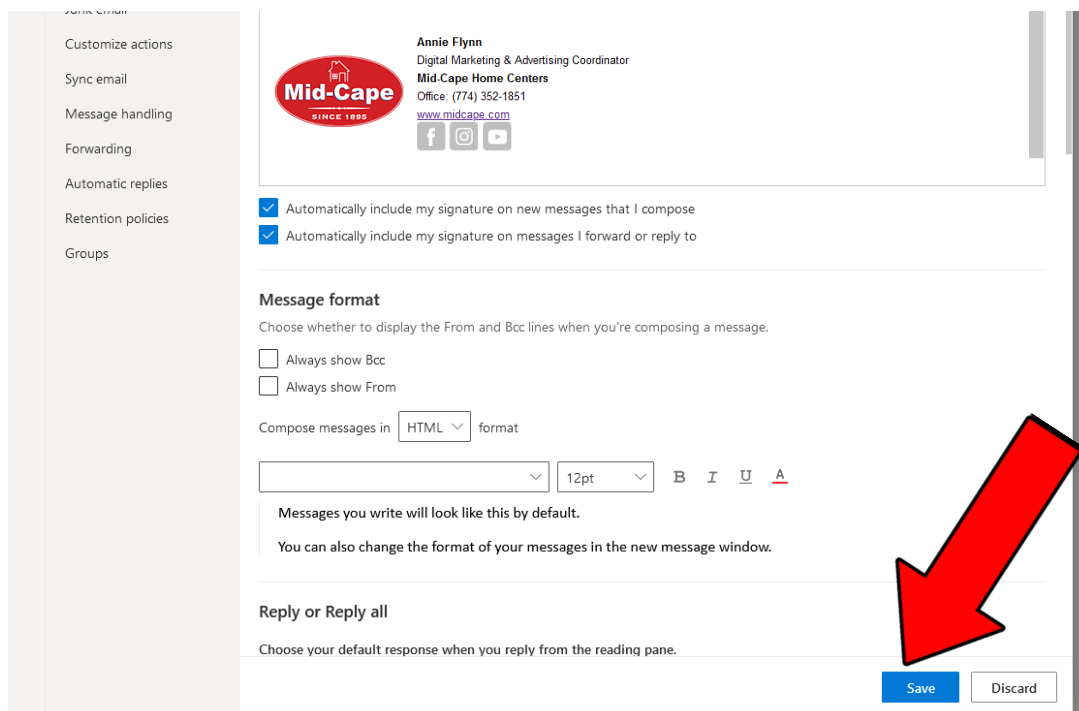
Please copy and paste the email signature below into your Outlook 365 email signature area. Please be certain to update the placeholder information with yours. Thanks!



Step 5) Right click and “copy” the email signature once it’s all highlighted. Return to your Outlook tab and paste the signature into the blank box under “Compose and Reply.” Make sure everything looks exactly how it does in the photo below.



Step 6) Make sure all information about you is included. If you don’t want to include your cell phone number, please delete that as well as the separator next to it. (Please see example below) Double and triple check to make sure everything is filled out, then press “Save” at the bottom of that window.



Step 7) Start a new email message, and check to make sure the signature saved properly and is the correct formatting.