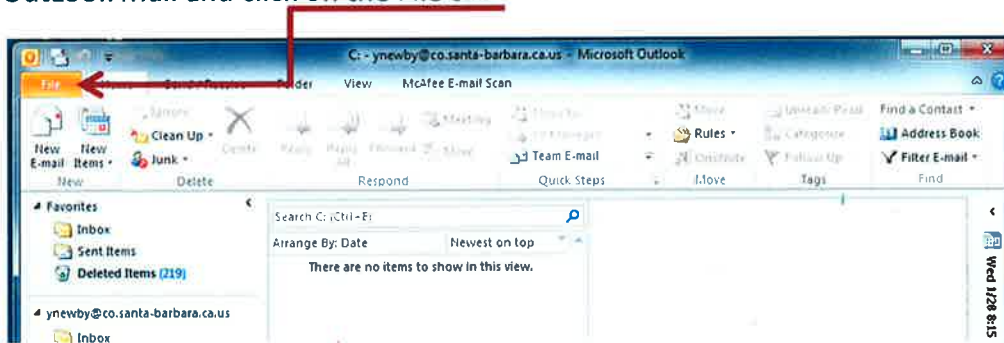


# MS Outlook Map To Signatures / Helpful Hints

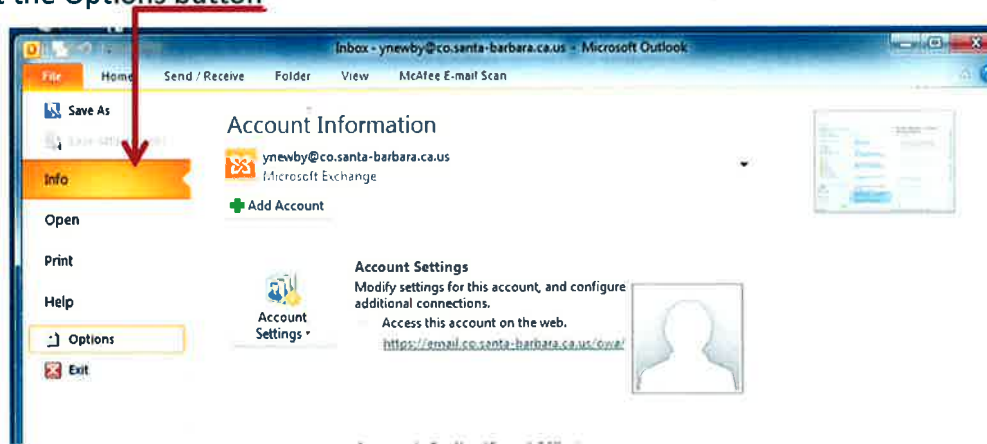
## Privacy Notice

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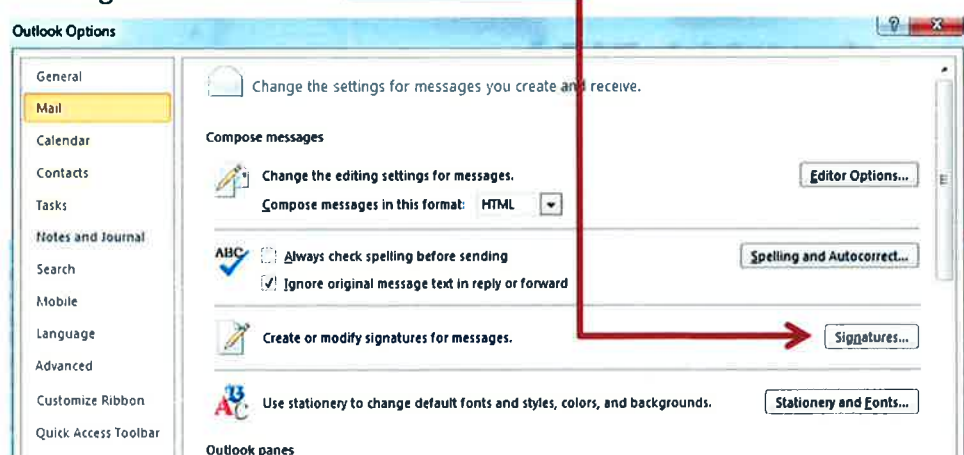
### 1. Open Outlook Mail and click on the File tab



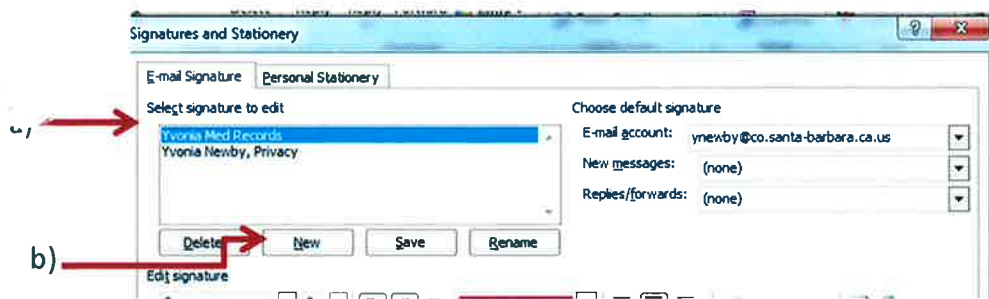
### 2. Select the Options button



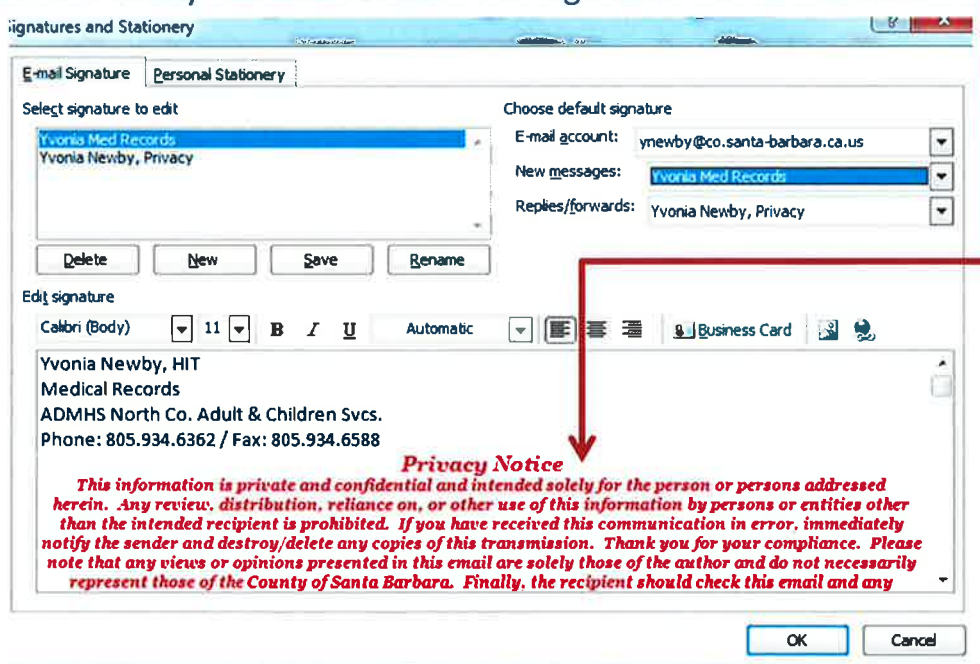
### 3. Select the Signatures button



4. a) Select your current signature and paste the copied "Privacy Statement" under your signature line. b) If you do not have an existing signature line the following illustrations below will assist with naming and creating one.



5. Paste the Privacy Statement below the signature line as shown here.



6. Assign your new or modified signature to all Replies/Forwards and New messages. Click OK

