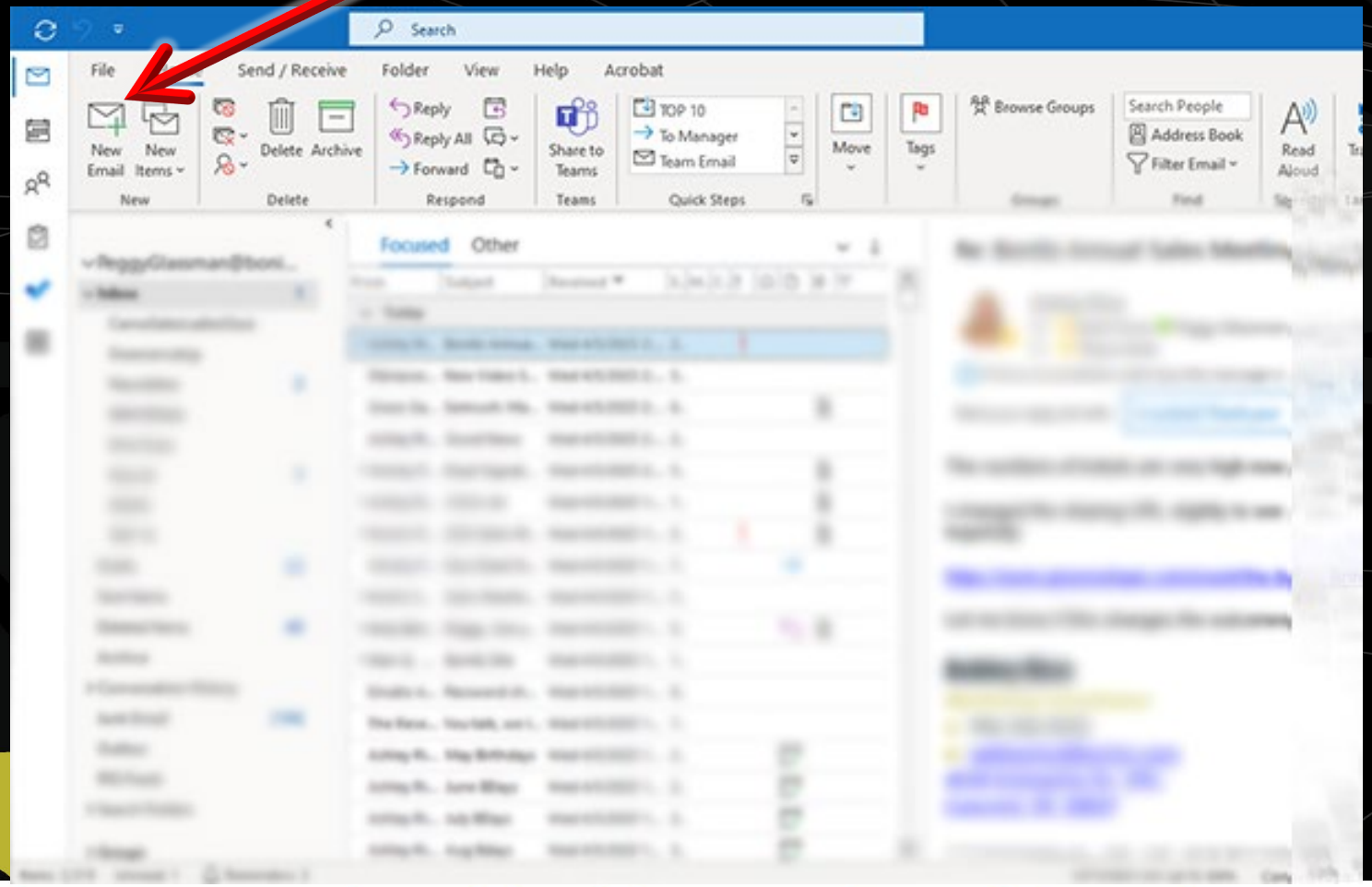
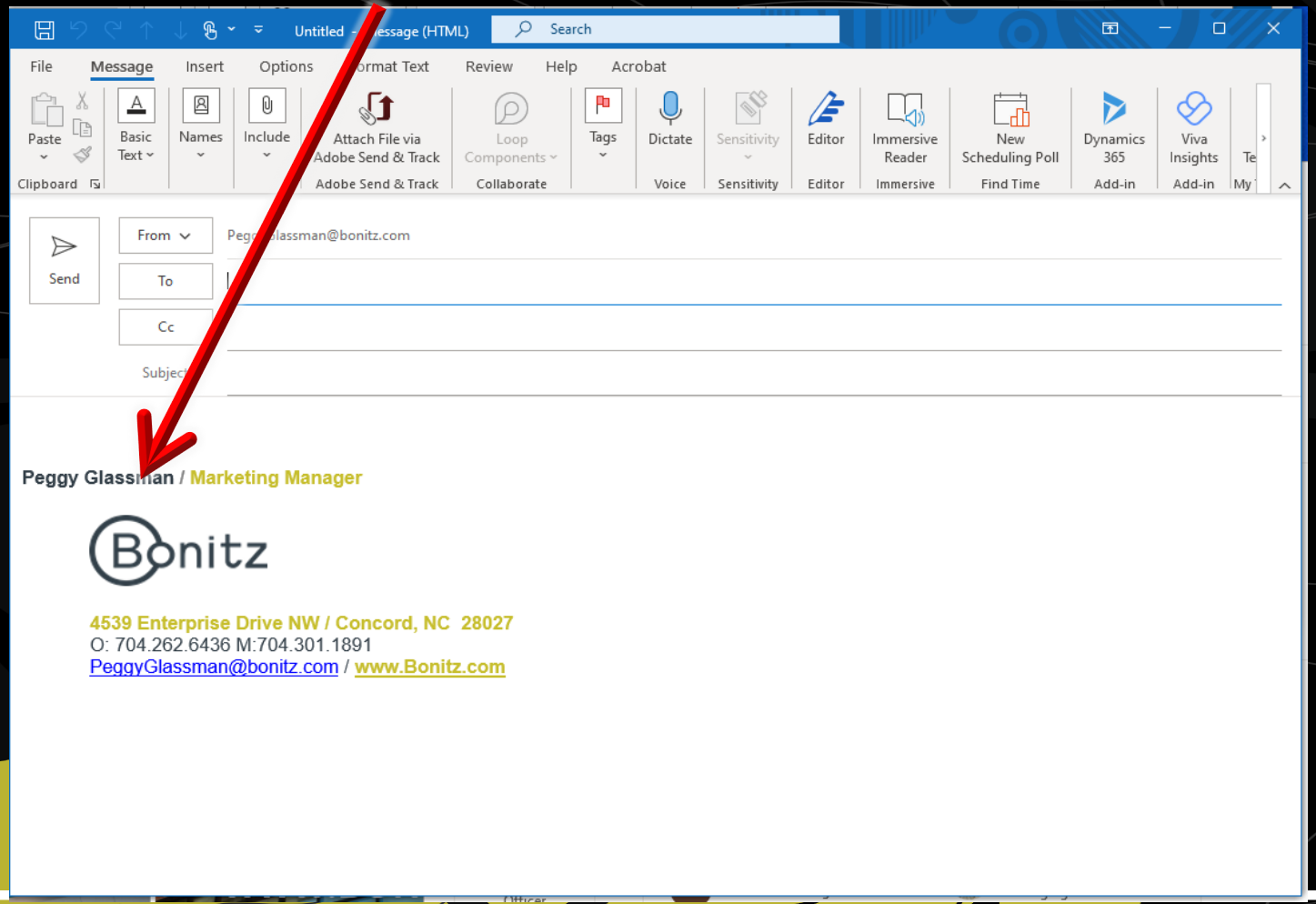
Step 1

Click on New Email



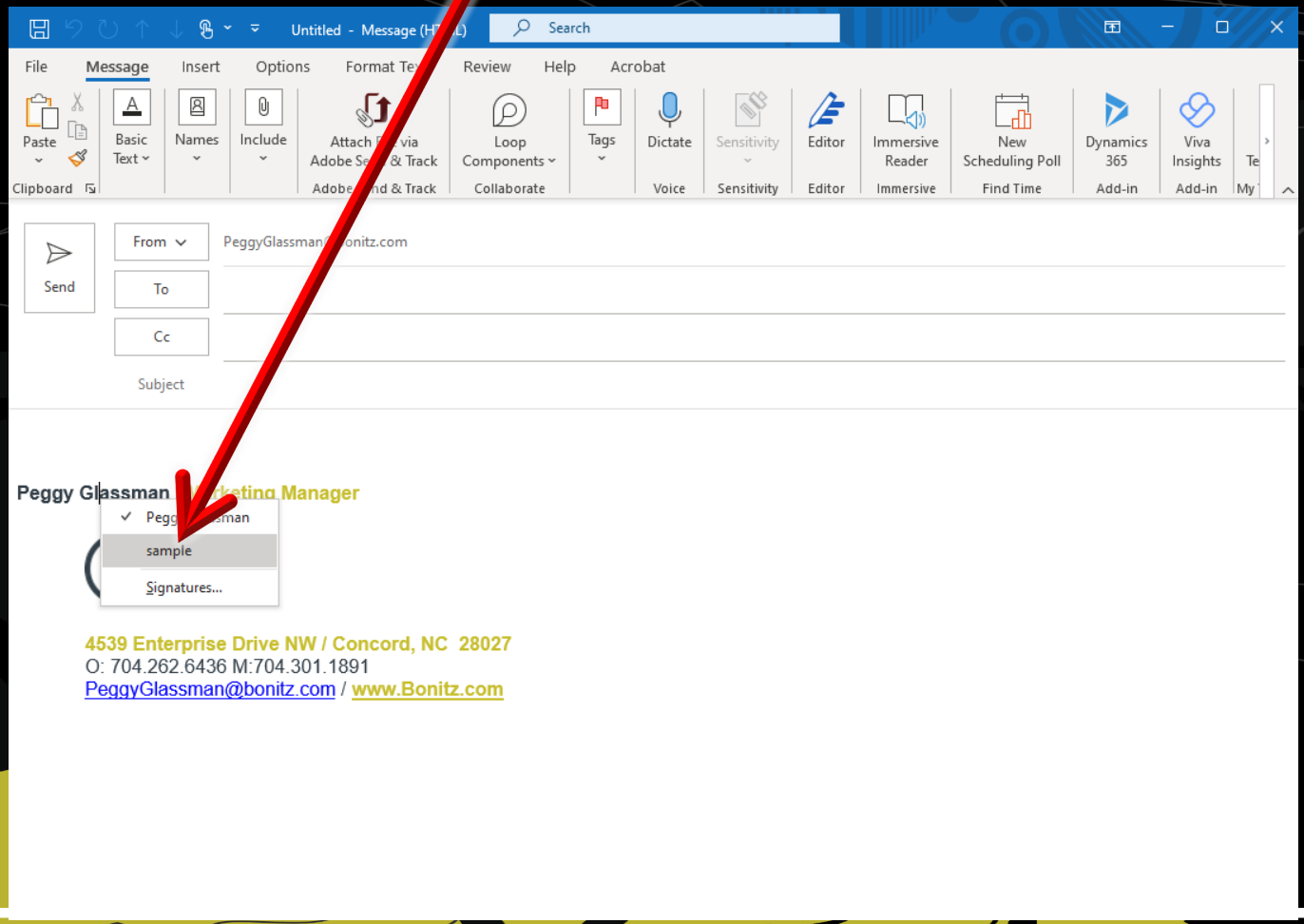
Step 2

Right-click on your name



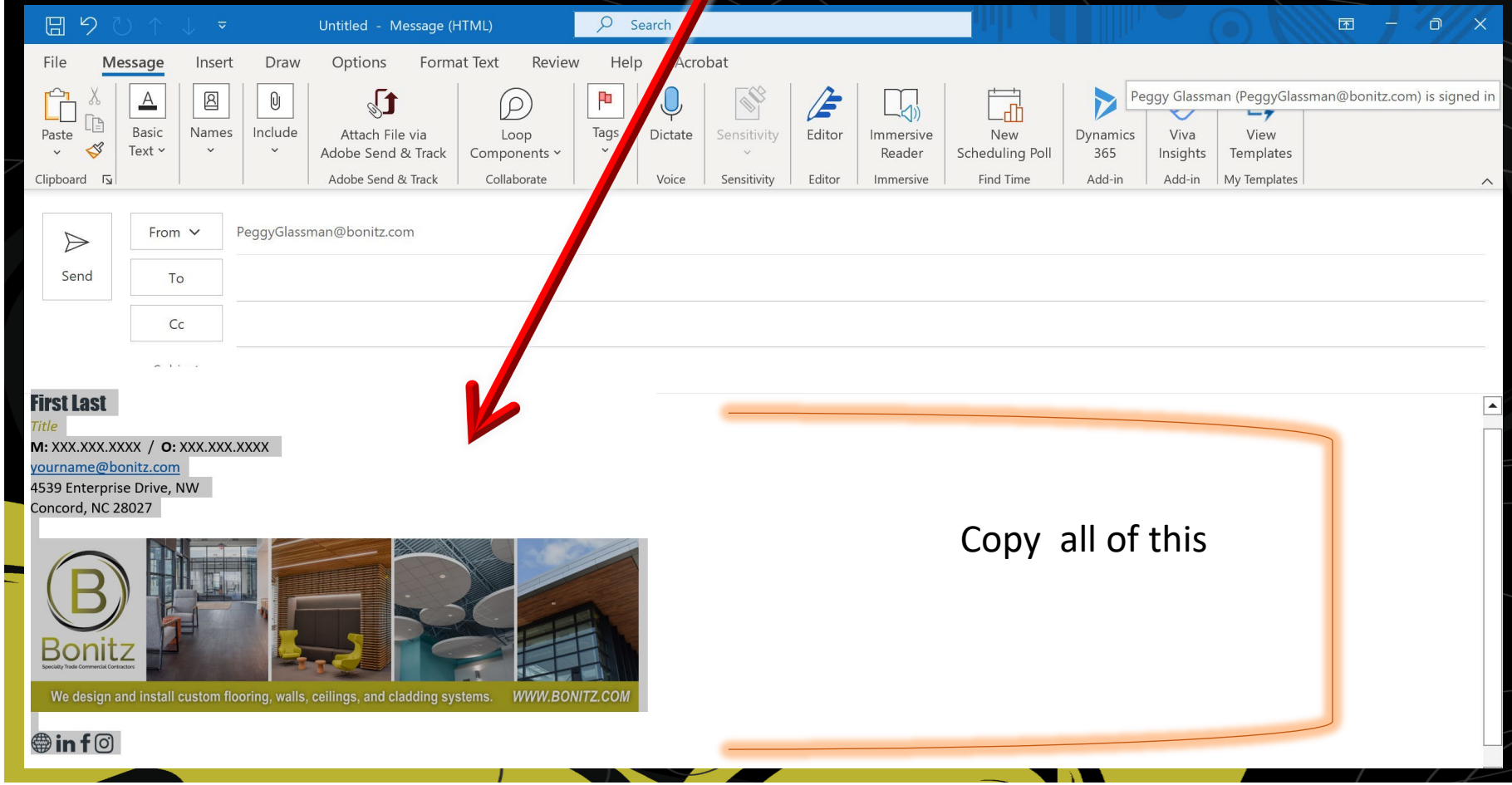
Step 3

Click on sample



Step 4

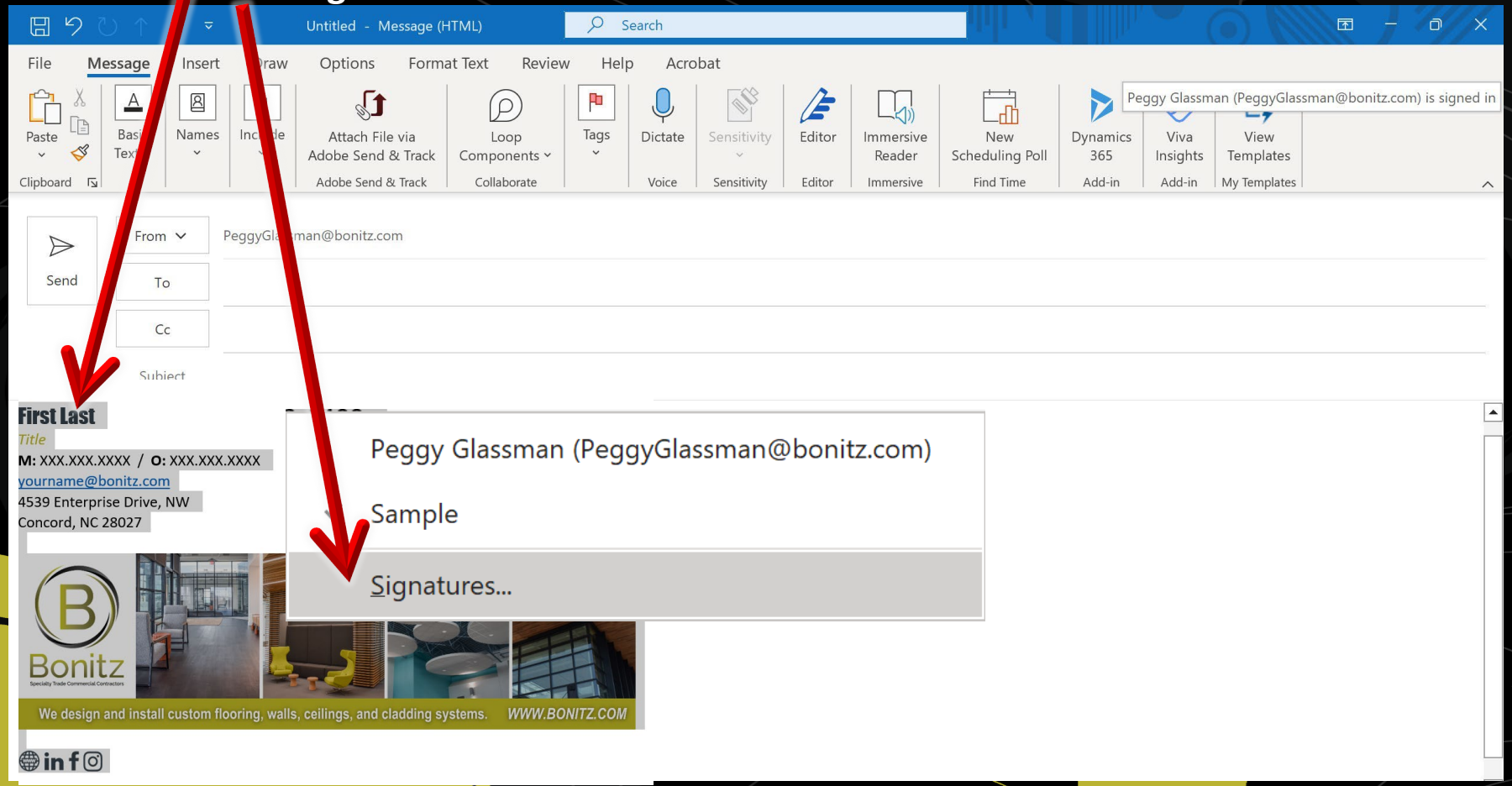
Highlight All Information <u>including</u> image and social buttons – then - Copy (CTL + C)



Step 5

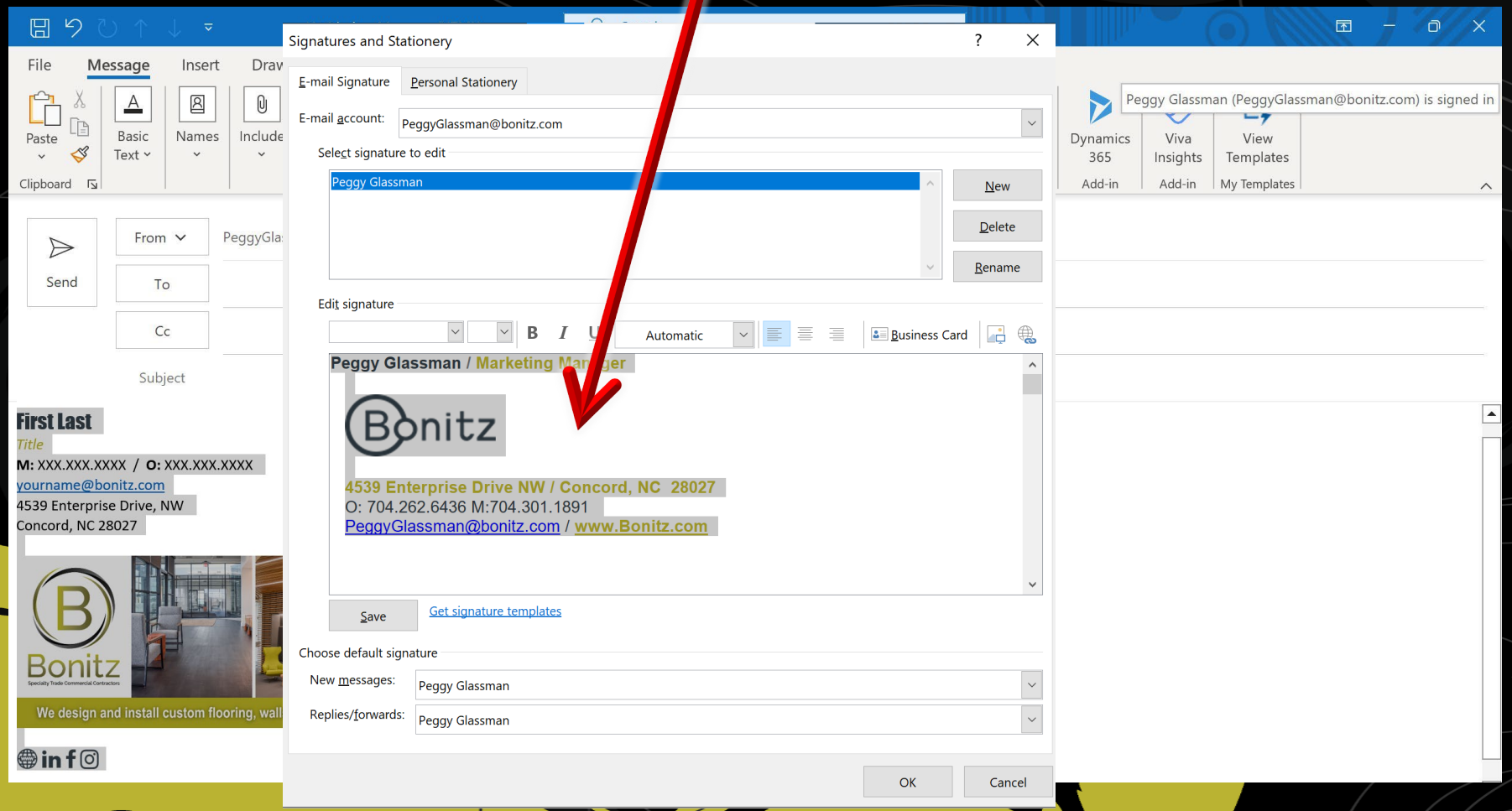
Right-click on First Last

Click Signatures



Step 6

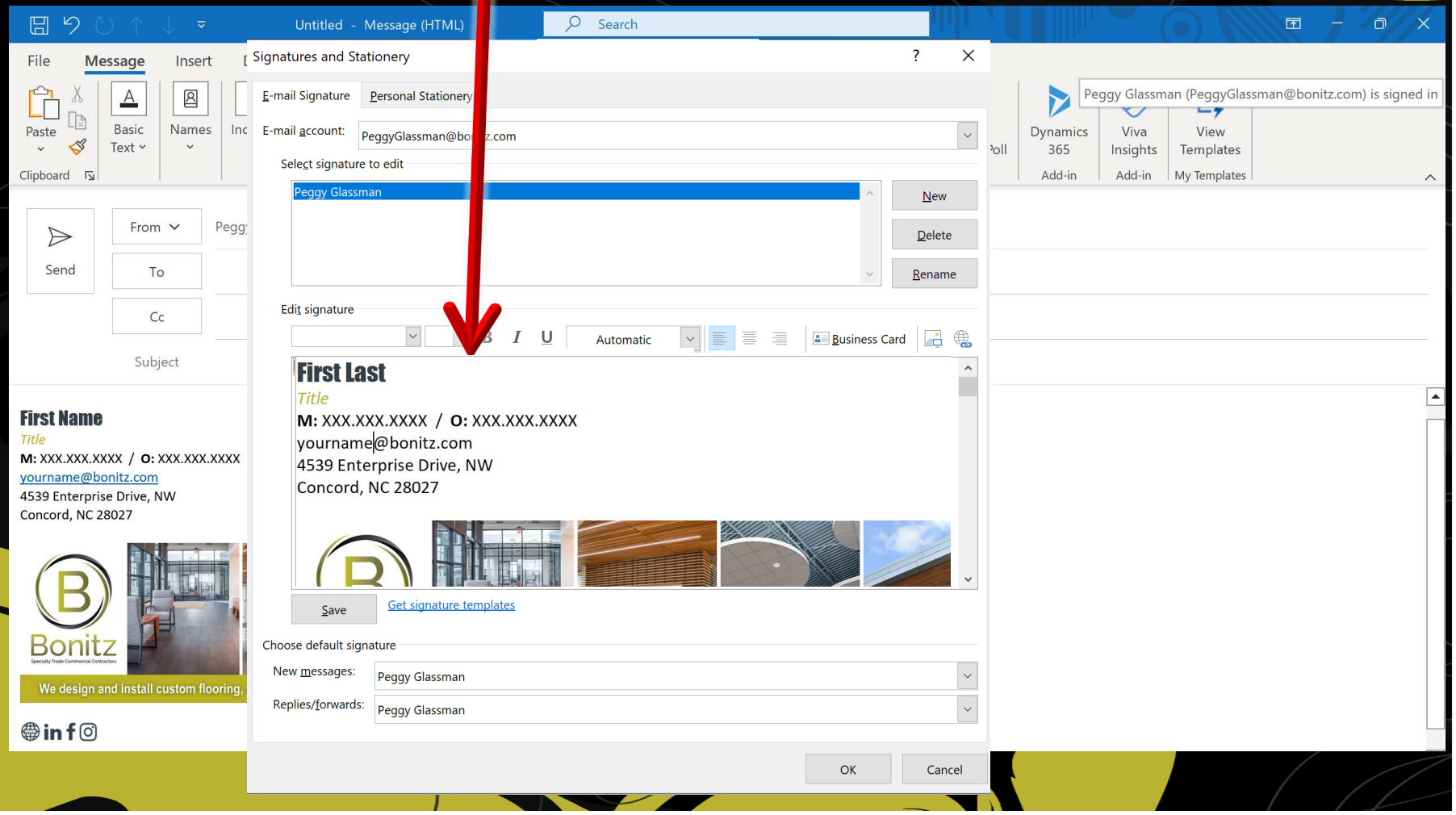
Highlight current signature - Delete



First Last
Title
M: XXX.XXX.XXXX / **O:** XXX.XXX.XXXX
yourname@bonitz.com
4539 Enterprise Drive, NW
Concord, NC 28027

Step 7

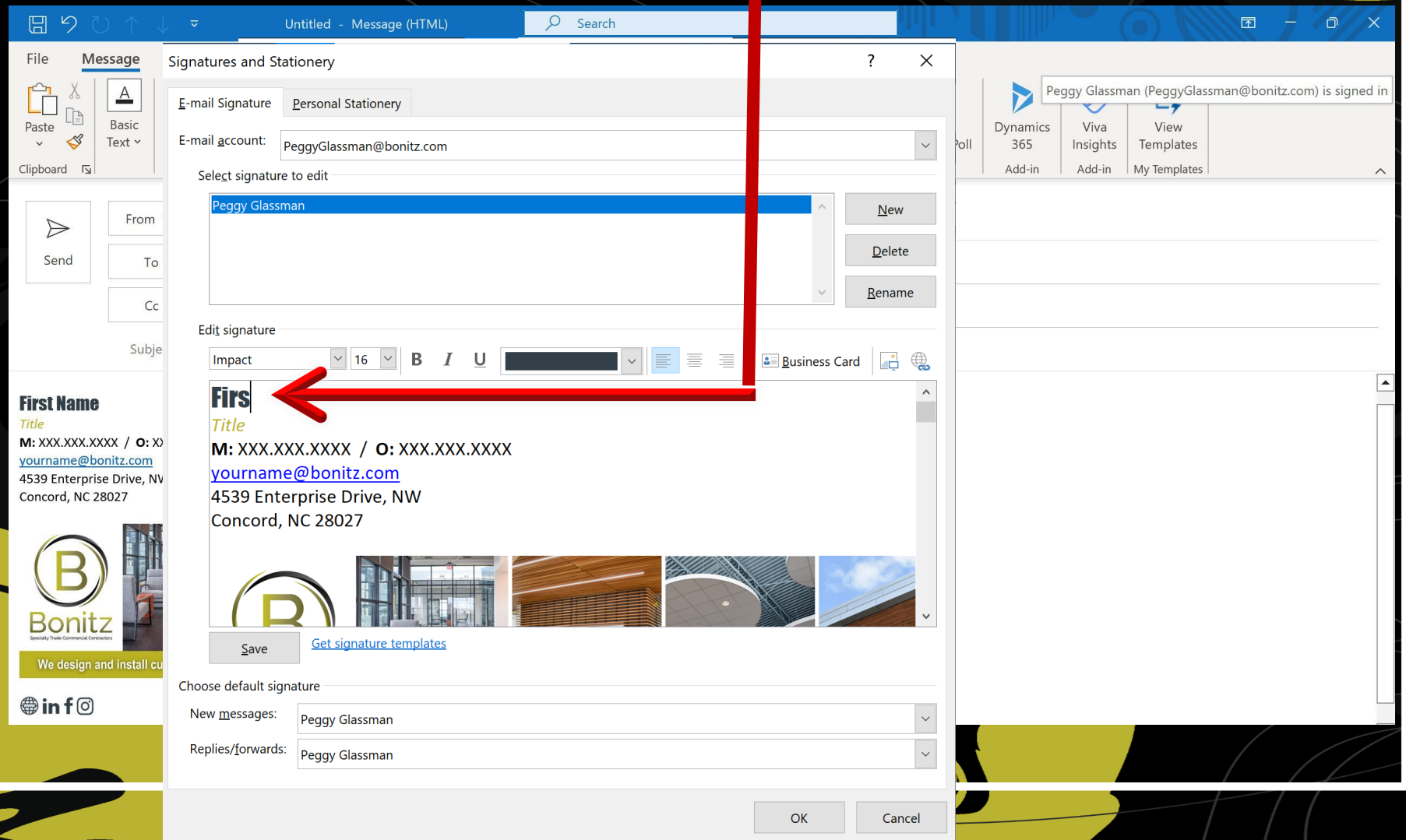
Paste (Ctl + V) new sample



First Last
Title
M: XXX.XXX.XXXX / **O:** XXX.XXX.XXXX
yourname@bonitz.com
4539 Enterprise Drive, NW
Concord, NC 28027

Step 8

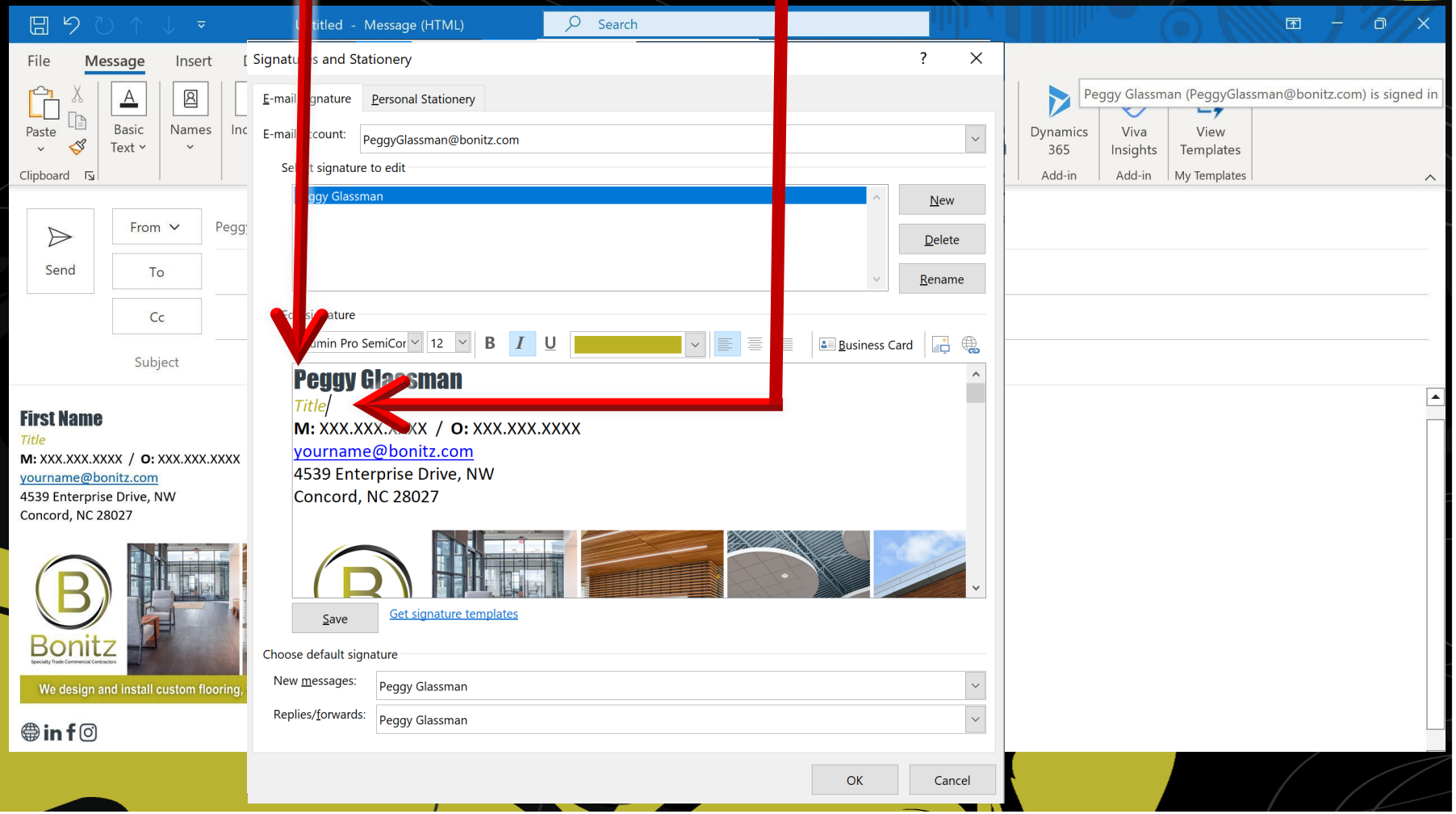
Place cursor at the end of the first line and backspace

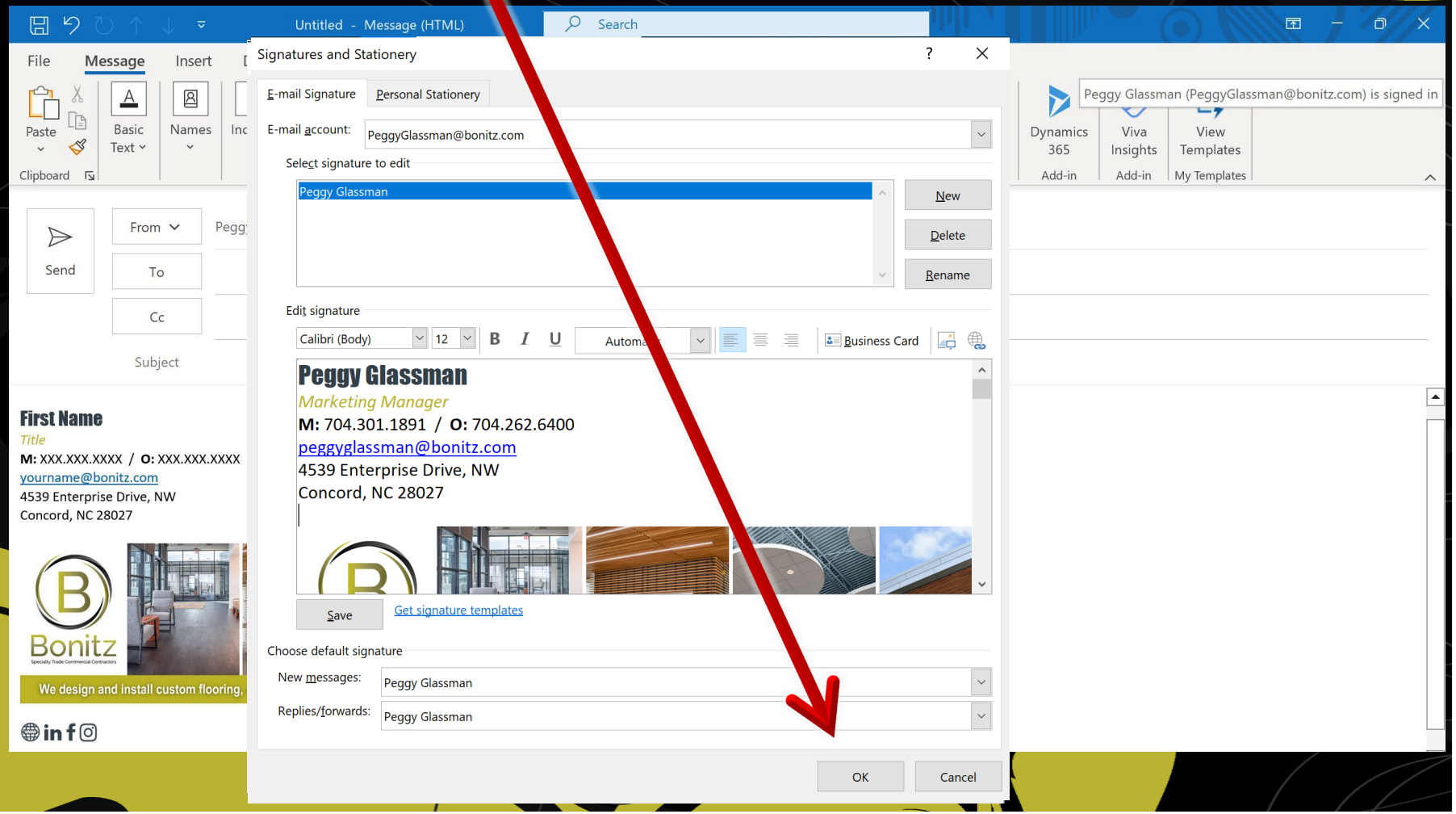


Step 9

Type Name

Put cursor at the end of each line – backspace – type new info one line at a time



Step 10

Click OK to Save