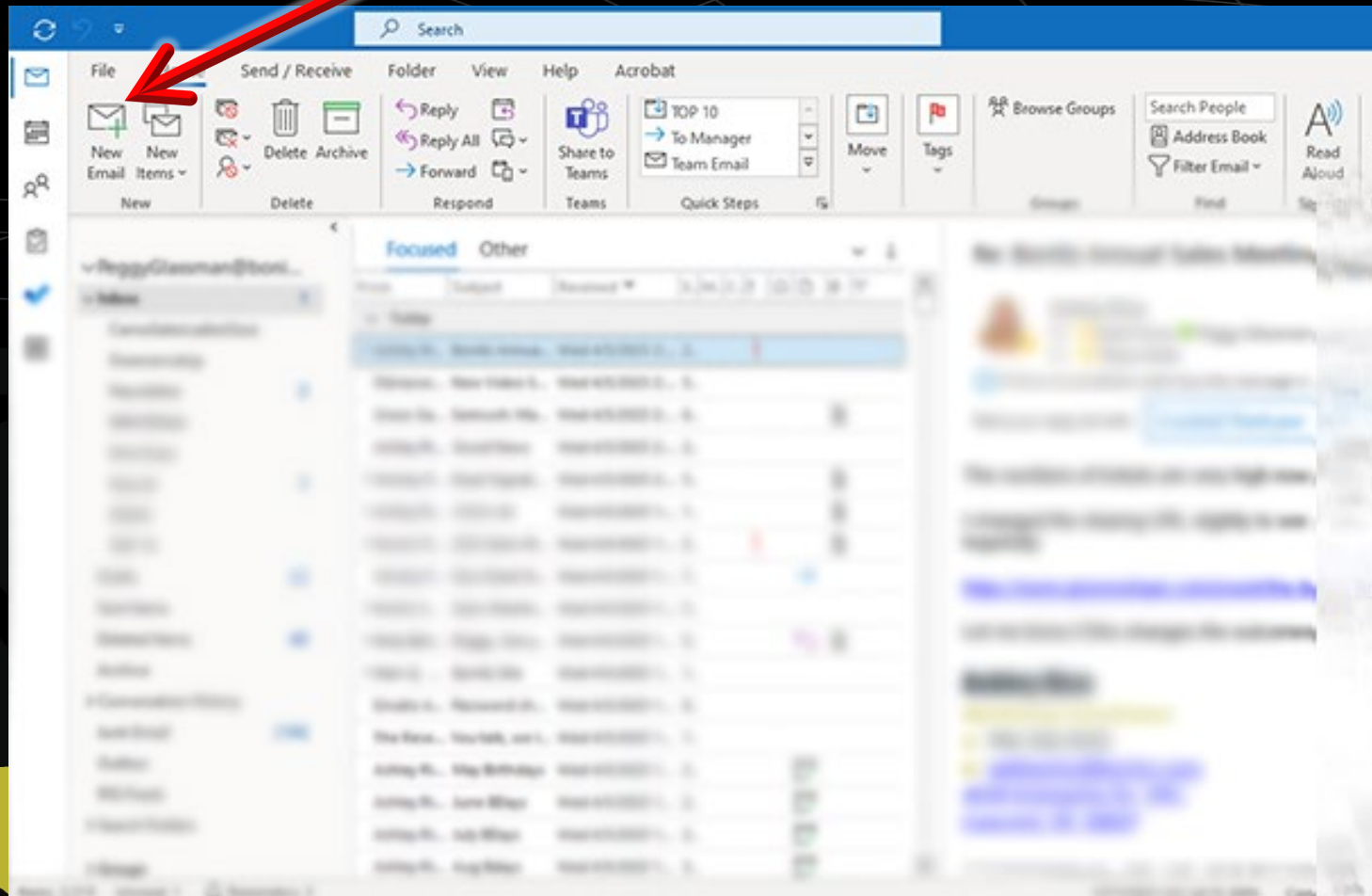


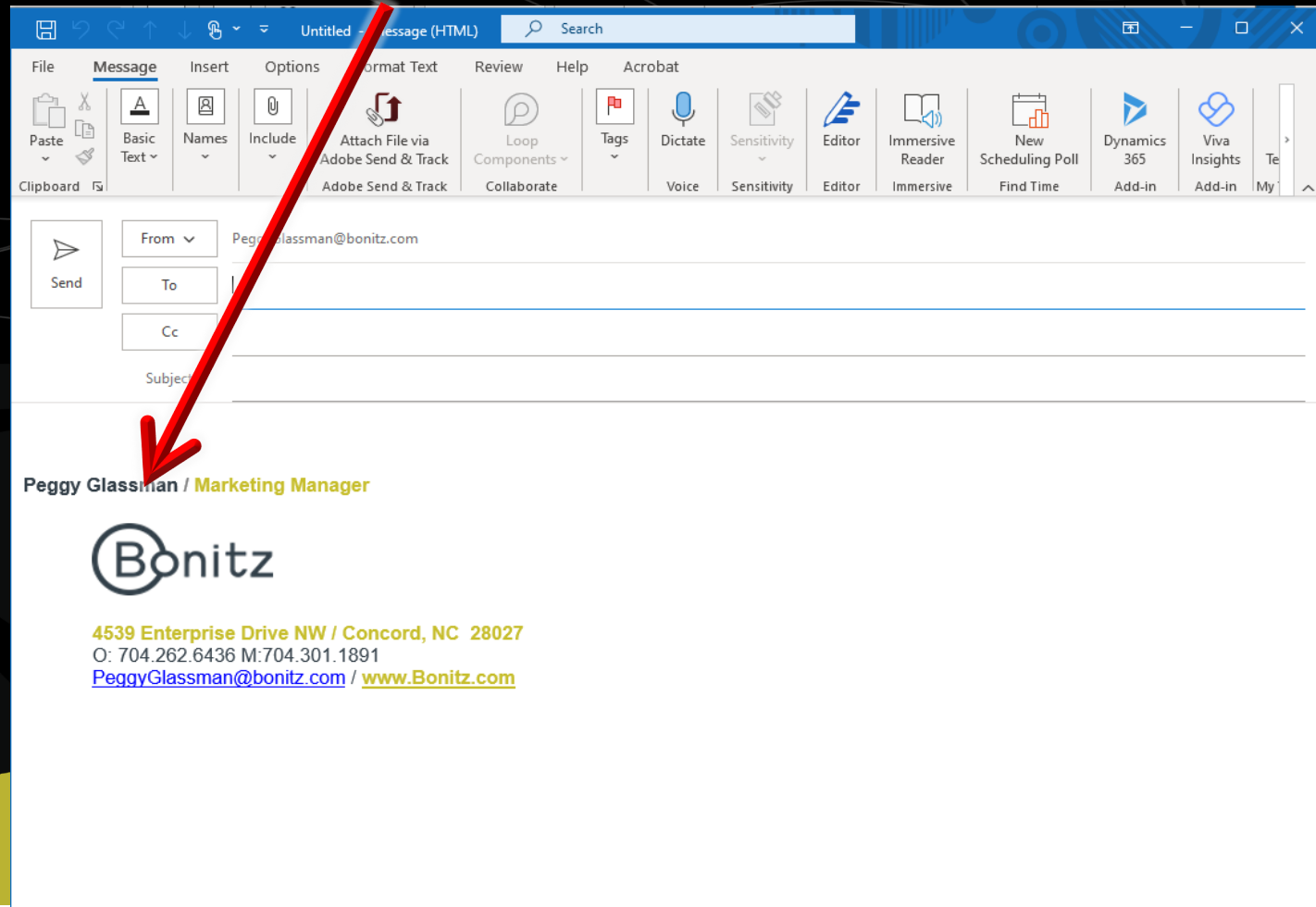
Step 1

Click on New Email



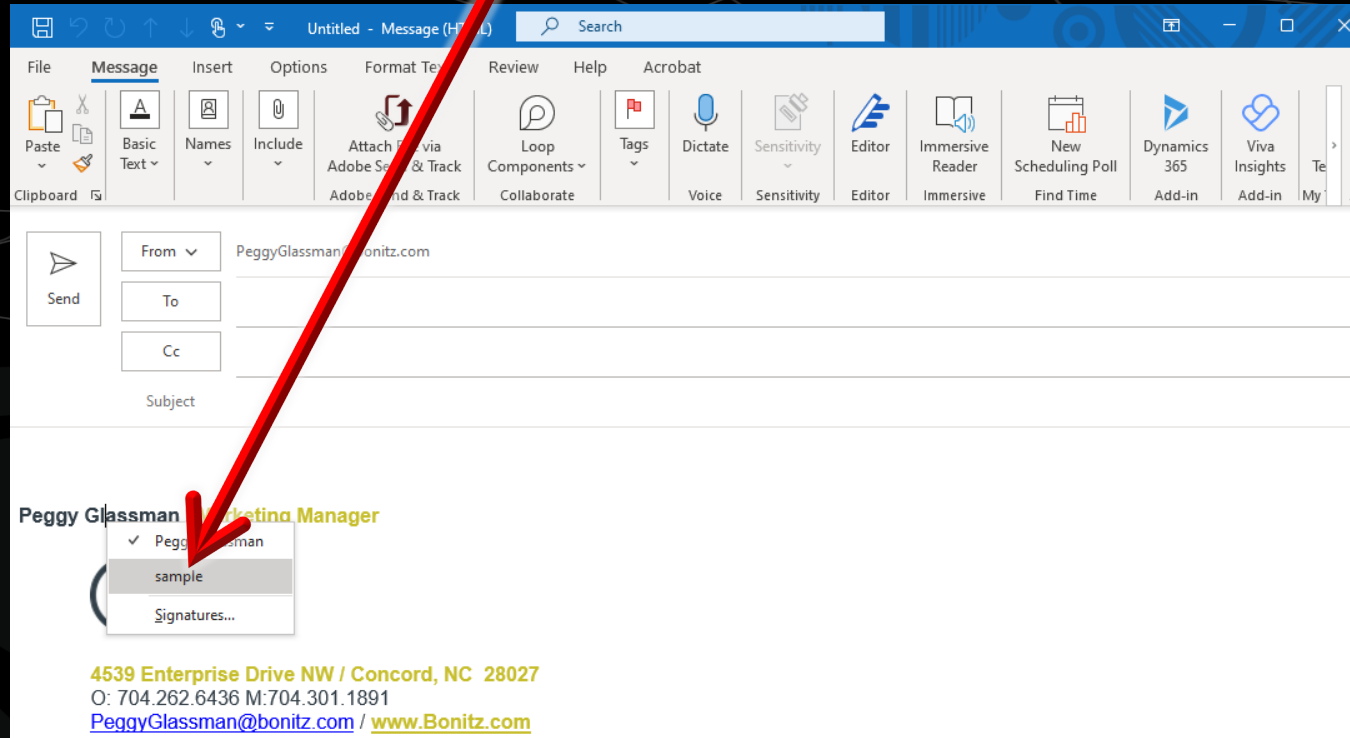
Step 2

Right-click on your name



Step 3

Click on sample



Step 4

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

The screenshot shows a Microsoft Word document titled "Untitled - Message (HTML)". The ribbon includes tabs for File, Message, Insert, Draw, Options, Format Text, Review, Help, and Acrobat. The Message tab is active, showing options like Paste, Basic Text, Names, Include, Attach File via Adobe Send & Track, Loop Components, Tags, Dictate, Sensitivity, Editor, Immersive Reader, New Scheduling Poll, Dynamics 365, Viva Insights, and View Templates. The email content includes a "Send" button, a "From" field with "PeggyGlassman@bonitz.com", and "To" and "Cc" fields. Below the fields is a contact card for "First Last" with a title, phone number, email, and address. The contact card also features a logo for "Bonitz" (Specialty Trade Commercial Contractors) and a banner with the text "We design and install custom flooring, walls, ceilings, and cladding systems. WWW.BONITZ.COM". Social media icons for LinkedIn, Facebook, and Instagram are at the bottom.

Copy all of this

Step 5

Right-click on First Last

Click Signatures

The screenshot shows the Microsoft Word interface with a message document open. The ribbon includes File, Message, Insert, Draw, Options, Format Text, Review, Help, and Acrobat. The 'Message' ribbon is active, showing options like Paste, Basic Text, Names, Include, Attach File via Adobe Send & Track, Loop Components, Tags, Dictate, Sensitivity, Editor, Immersive Reader, New Scheduling Poll, Dynamics 365, Viva Insights, and View Templates. The message header shows 'From: PeggyGlassman@bonitz.com'. The main body of the message contains a signature block for 'First Last' with contact information and a company logo. A right-click context menu is open over the name 'First Last', showing options: 'Peggy Glassman (PeggyGlassman@bonitz.com)', 'Sample', and 'Signatures...'. Two red arrows point from the text above to the 'First Last' name and the 'Signatures...' option in the menu.

Untitled - Message (HTML) Search

File Message Insert Draw Options Format Text Review Help Acrobat

Paste Basic Text Names Include Attach File via Adobe Send & Track Loop Components Tags Dictate Sensitivity Editor Immersive Reader New Scheduling Poll Dynamics 365 Viva Insights View Templates

Clipboard Adobe Send & Track Collaborate Voice Sensitivity Editor Immersive Find Time Add-in Add-in My Templates

Peggy Glassman (PeggyGlassman@bonitz.com) is signed in

Send From PeggyGlassman@bonitz.com To Cc Subject

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

Peggy Glassman (PeggyGlassman@bonitz.com)
Sample
Signatures...

B
Bonitz
Specialty Trade Commercial Contractors

We design and install custom flooring, walls, ceilings, and cladding systems. WWW.BONITZ.COM

in f

Step 6

Highlight current signature - Delete

The screenshot shows the 'Signatures and Stationery' window in Microsoft Outlook. The window title is 'Signatures and Stationery'. The 'E-mail Signature' tab is selected, and the 'Personal Stationery' section is active. The 'E-mail account' is 'PeggyGlassman@bonitz.com'. Under 'Select signature to edit', the signature 'Peggy Glassman' is highlighted in blue. To the right of this list are buttons for 'New', 'Delete', and 'Rename'. Below this is the 'Edit signature' section, which includes a rich text editor with a toolbar containing 'B', 'I', 'U', 'Automatic', and 'Business Card' options. The signature text in the editor is 'Peggy Glassman / Marketing Manager' followed by the Bonitz logo and contact information: '4539 Enterprise Drive NW / Concord, NC 28027', 'O: 704.262.6436 M:704.301.1891', and 'PeggyGlassman@bonitz.com / www.Bonitz.com'. A red arrow points from the top of the window down to the highlighted signature. At the bottom of the window, there are 'Save', 'Get signature templates', 'Choose default signature', 'New messages:', and 'Replies/forwards:' sections. The 'New messages:' and 'Replies/forwards:' dropdowns are both set to 'Peggy Glassman'. The 'OK' and 'Cancel' buttons are at the bottom right.

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

The screenshot shows the Microsoft Word interface with the 'Signatures and Stationery' task pane open. A red arrow points to the 'Edit signature' section. The signature text is: **First Last**, Title, M: XXX.XXX.XXXX / O: XXX.XXX.XXXX, yourname@bonitz.com, 4539 Enterprise Drive, NW, Concord, NC 28027. Below the text are four small images: a logo with a 'B', a modern office interior, a wooden slatted wall, and a circular architectural feature. The task pane also shows 'E-mail Signature' and 'Personal Stationery' tabs, and a list of signatures with 'Peggy Glassman' selected. The 'Edit signature' section includes a rich text toolbar with bold, italic, underline, and bulleted list options, along with a 'Business Card' icon. At the bottom, there are 'Save' and 'Get signature templates' buttons, and a 'Choose default signature' section with dropdown menus for 'New messages' and 'Replies/forwards'.

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

The screenshot shows the 'Signatures and Stationery' task pane in Microsoft Word. The 'E-mail Signature' section is active, showing 'Personal Stationery' as the selected signature. The 'E-mail account' is 'PeggyGlassman@bonitz.com'. Under 'Select signature to edit', 'Peggy Glassman' is selected. The 'Edit signature' section shows a rich text editor with the text 'Firs' on the first line. A red arrow points to the end of this first line. The rest of the signature text is on subsequent lines: 'Title', 'M: XXX.XXX.XXXX / O: XXX.XXX.XXXX', 'yourname@bonitz.com', '4539 Enterprise Drive, NW', and 'Concord, NC 28027'. Below the text are image thumbnails and a 'Save' button. At the bottom, there are dropdown menus for 'New messages' and 'Replies/forwards', both set to 'Peggy Glassman'. The 'OK' and 'Cancel' buttons are at the bottom right.

First Name

Title

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



We design and install cu



Step 9

Type Name

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

The screenshot displays the Microsoft Word interface with the 'Signatures and Stationery' task pane open. The pane shows the 'Personal Stationery' signature template. The 'E-mail account' is set to 'PeggyGlassman@bonitz.com'. The signature text is being edited in the following format:

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

Below the signature text, there are several small images of office interiors. At the bottom of the task pane, there are 'Save' and 'Get signature templates' buttons, and a section for 'Choose default signature' with dropdown menus for 'New messages' and 'Replies/forwards', both currently set to 'Peggy Glassman'. The background of the Word window shows a document with a 'Bonitz' logo and contact information.

Step 10

Click OK to Save

The screenshot shows the Microsoft Word interface with the "Signatures and Stationery" task pane open. The task pane is titled "Signatures and Stationery" and has a close button (X) in the top right corner. It is divided into several sections:

- E-mail Signature**: Shows "Personal Stationery" as the selected signature type. The "E-mail account" is "PeggyGlassman@bonitz.com". A list of signatures is shown with "Peggy Glassman" selected. Buttons for "New", "Delete", and "Rename" are visible.
- Edit signature**: Includes a font selection dropdown (Calibri (Body)), size (12), and bold/italic/underline options. There are also buttons for "Automate", "Business Card", and a globe icon. The signature text is: **Peggy Glassman**, *Marketing Manager*, M: 704.301.1891 / O: 704.262.6400, peggyglassman@bonitz.com, 4539 Enterprise Drive, NW, Concord, NC 28027. Below the text is a row of four images: a logo, a building interior, a modern office, and a sky view.
- Choose default signature**: Includes a "Save" button, a "Get signature templates" link, and two dropdown menus for "New messages:" and "Replies/forwards:", both currently set to "Peggy Glassman".

A large red arrow points from the top of the task pane down to the "OK" button at the bottom right. The "OK" button is highlighted, indicating the final step of the process. The background of the Word window shows a message composition screen with a "Send" button and a preview of the signature block.