Microsoft Outlook

You will have an email with the signature attached.

1. From this email click File > Save Attachment

2. Make a note of the file name and Save in:

    C:\Documents and Settings\Your Name\Application Data\Microsoft\Stationery

3. From the Outlook main menu select Tools > Options

4. Select the Mail Format Tab

5. Under Stationery & Fonts, select the name of the stationery from the dropdown list.

6. Click OK

Click New for a new email and you will see the new stationery.

If your stationery has a logo at the top, start typing under the logo, that way it will stay at the top.