Add Kelley Create Email Signature in Outlook

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1. Open Outlook, go to **File** **tab** > **Options**

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1. Select “Mail” on the left, then select “Signatures...”

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1. Select “New“

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1. Give the signature a name. Select “OK” when done.

* Under the “**Choose default signature**“ area, select the “**E-mail account**” Name of the signature in the “**New messages**” and/or **“Replies/forwards**” fields.
* Within the “**Edit signature**” area, select the “return” key twice and **copy and paste** this new signature, revising your name, title, mobile (m), and office (o) phone numbers. You’ll need to single-click on the Kelley Create logo image, then copy and paste it into your signature.

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**[Enter Your Name]**

[Enter Your Title]

c 123 123-4567

o 123 123-4567

[kelleycreate.com](https://kelleyconnect.com/)

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1. Select OK. It’s recommended you send a test email to yourself to confirm it’s been applied.

If you still need help, please contact the [**KelleyHelpDesk@kelleycreate.com**](mailto:KelleyHelpDesk@kelleycreate.com) or [**marketing@kelleycreate.com**](mailto:marketing@kelleycreate.com)**.**