How to
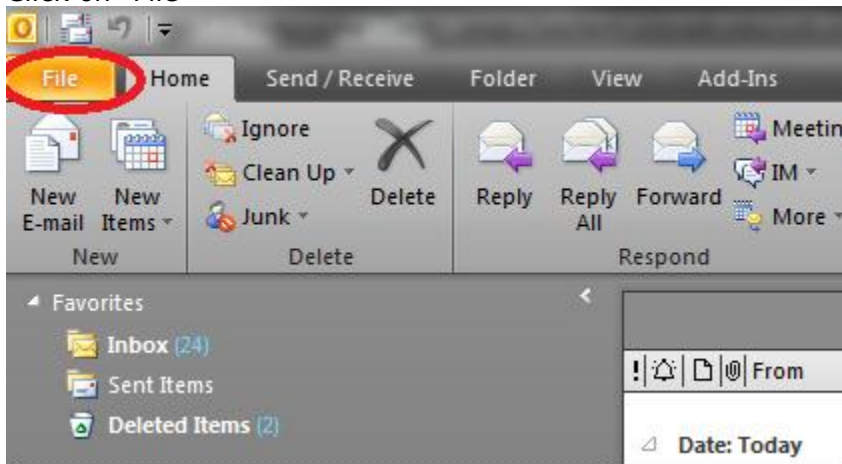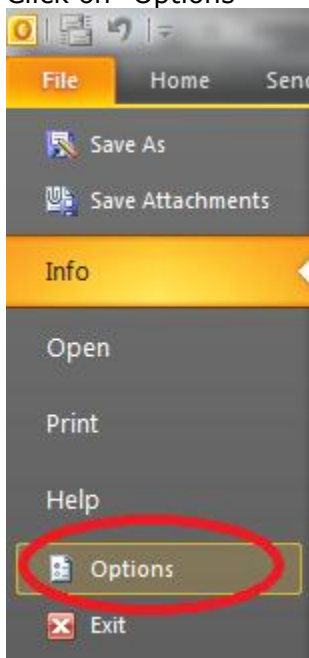
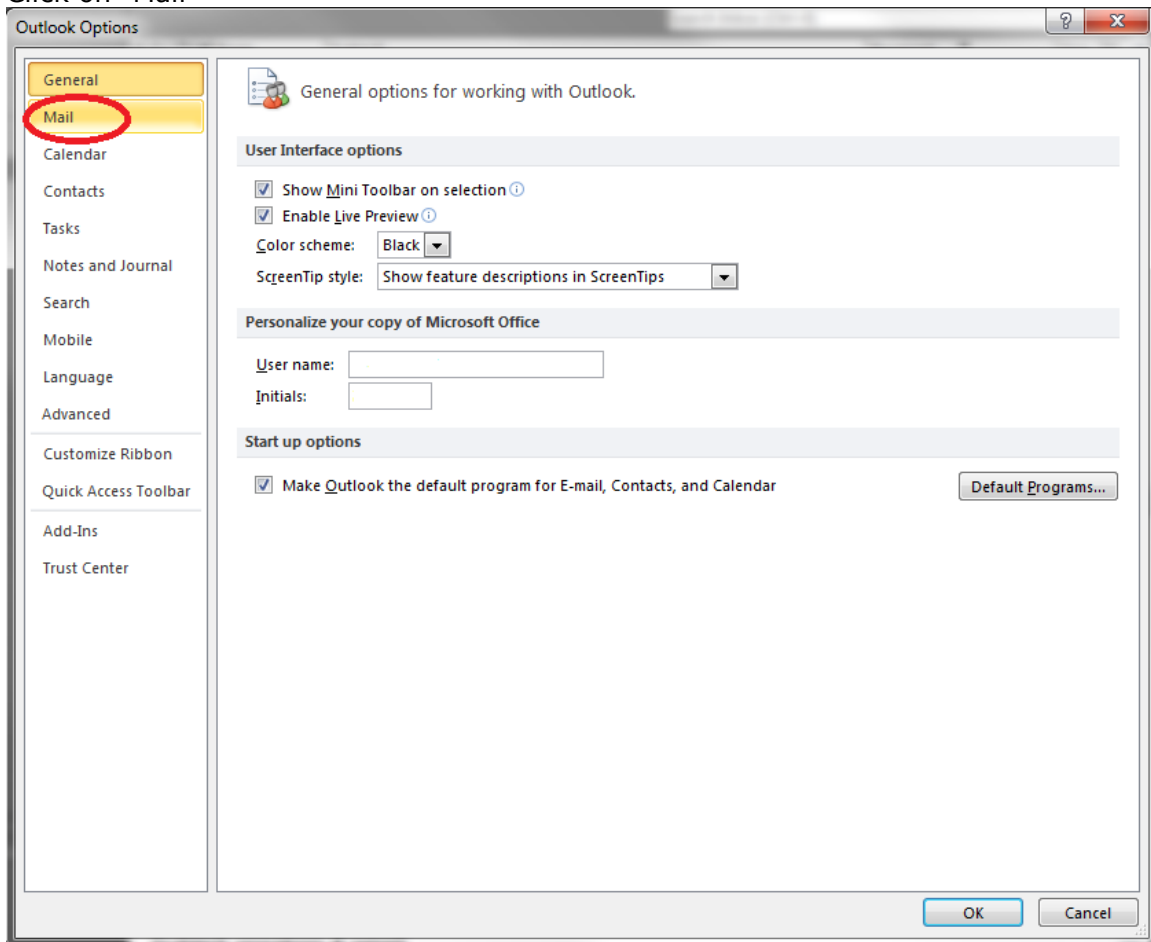# Create a Signature Block in Outlook 2010

Click on "File"
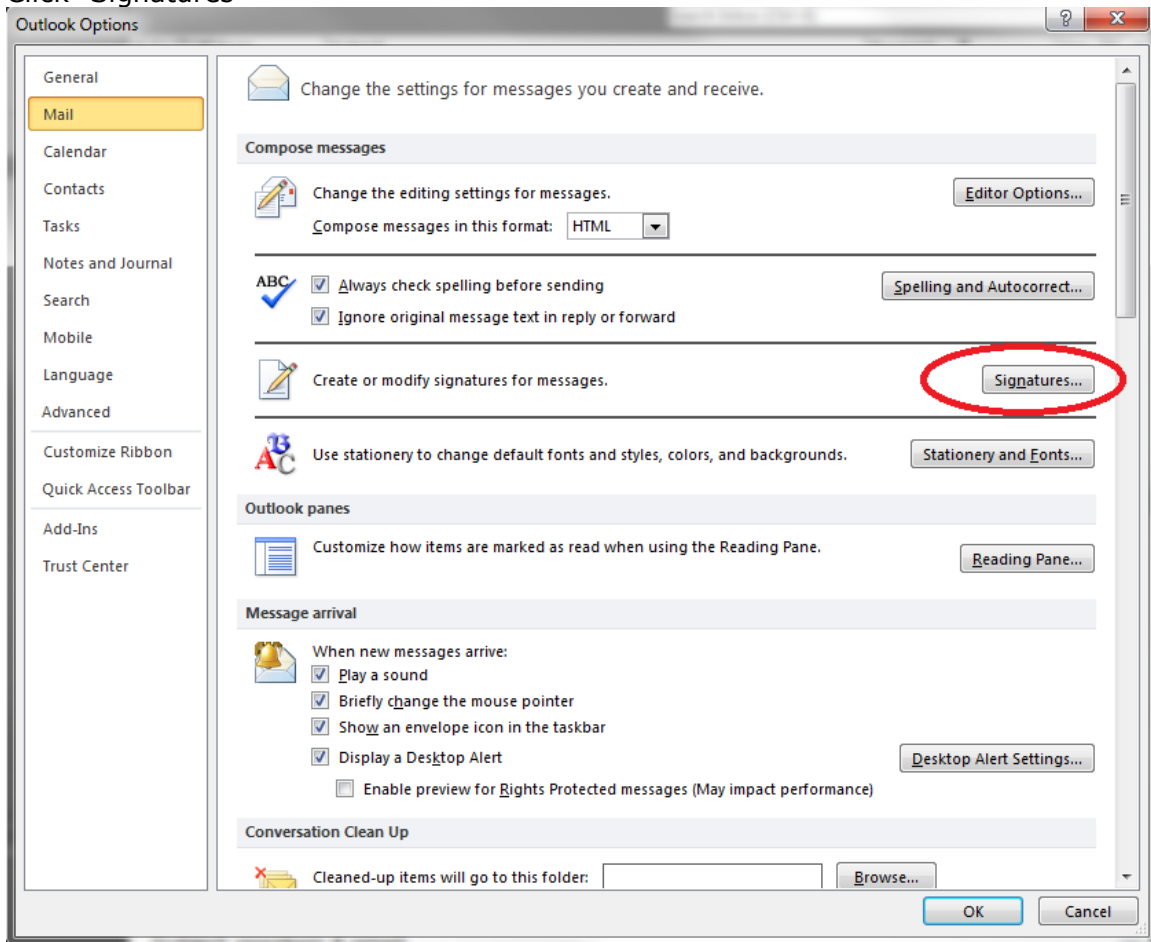

Click on "Options"

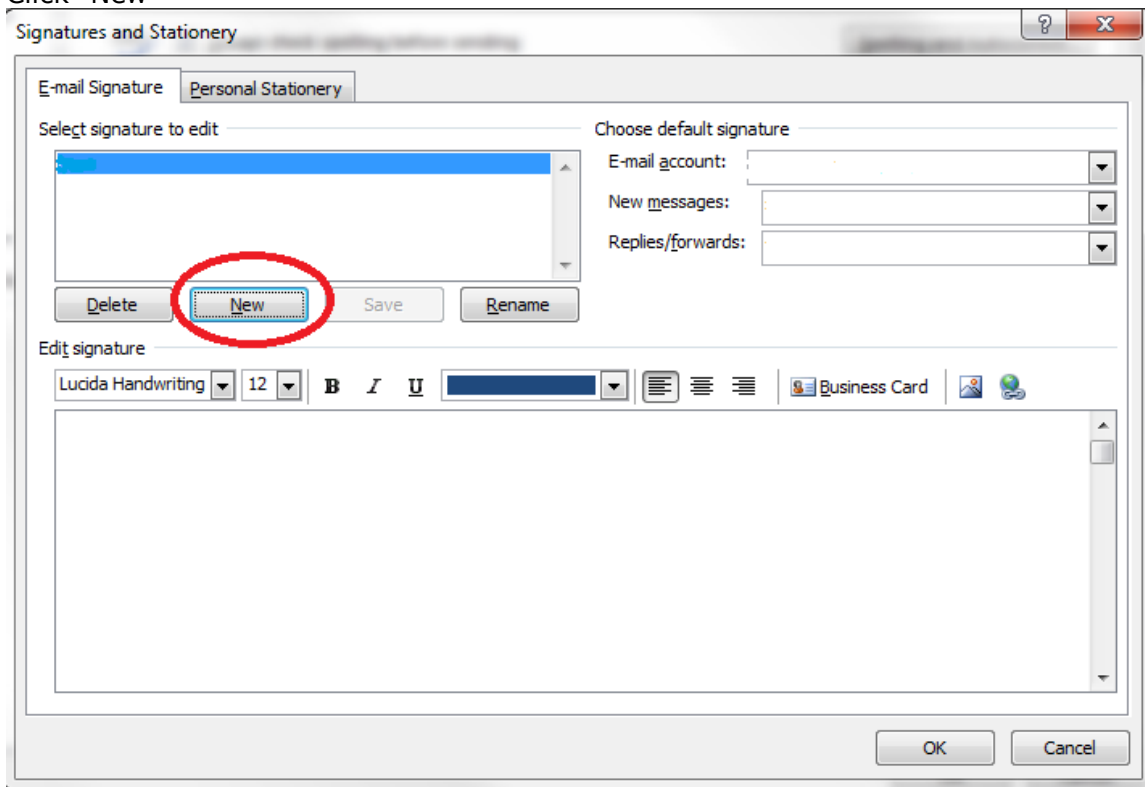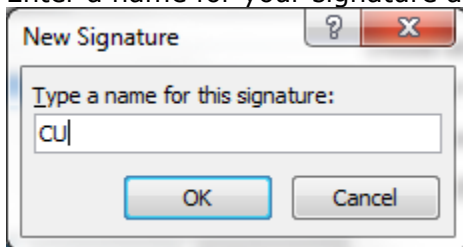Click on "Mail"

Click "Signatures"

Click "New"

Enter a name for your signature and click "Ok"

Type your signature

Select your new Signature for New messages and for Replies/forwards and click "Ok"
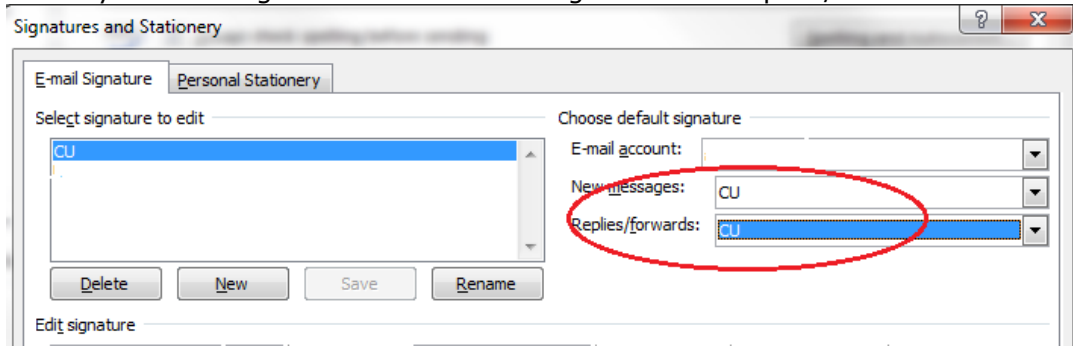
Note: for email signature branding standards go to:
https://www.cu.edu/brand-and-identity-guidelines/email-signatures

For all branding standards go here:
https://www.cu.edu/brand-and-identity-guidelines/cu-branding-and-identity-standards-manual

When you compose a new email or reply to or forward an email your signature will be included.