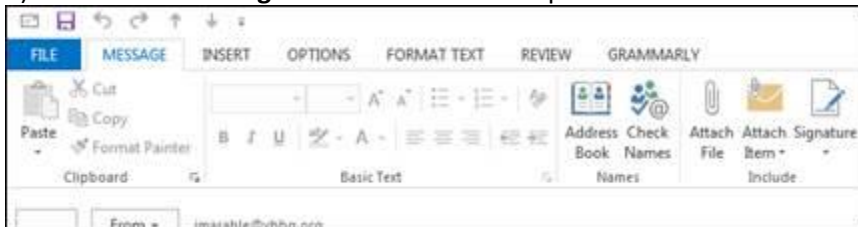


Here are some instructions for changing your email signature:

- 1) Open the MS Word (or .pdf) document with the sample signature and pick which signature you want. Obviously, type your information over the sample information. Click and drag your cursor over the whole block that includes the logo and signature information. Then click 'copy'.
- 2) Go back to your main Outlook screen, click the **"New Email"** icon in the top left corner:



- 3) Pull down the **"Signature"** menu in the top middle of the screen:



- 4) Then click **"Signatures"**
- 5) Then paste the information that you copied into the **'edit signature'** box. (Note that you might not see the logo, but you'll see it after you save and open a new email). Be sure to delete your old signature if you had one.
- 6) Also, confirm that the hot link to your email address is correct.
- 7) As always, if you have any questions, just call Joan Marable on ext. 147.

E-MAIL SIGNATURE TEMPLATES: Religious or other personal messages should not be used with VHBG emails as they are not part of our corporate brand and all emails are property of VHBG. The confidentiality statement should be on all email signatures.