Step 1: Right click file, select 'Download file as' and save to desktop

Step 2: Select preferences on Outlook or Mail app



Step 3: Select signatures

		Οι	utlook Preferences	3		
Show All						
Personal Settings						
	2=	٩		A	АВ	ABC
General	Accounts	Notifications & Sounds	Categories	Fonts	AutoCorrect	Spelling & Grammar
Email						
Ŕ	2	2.	5			
Reading	Composing	Signatures	Rules	Junk		
Other						
	2=					
Calendar	Contacts	Security & Privacy				

Step 4: Under signature name select + to add a new signature.

SHOW AII				
Edit signature:				
Signature name	Signature			
Standard 2	Manager I Queen's University Belfast I Marketing, Recruitment, Communication and Internationalisation Email: p.mcconkey@qub.ac.uk I Telephone: +44			
TestBrand				
TESTBRAND2				
Untitled				
HTML2	28 9097 1150 l mob +44 7790 362644			
HTMLv3				
+ -	NEL OUEEN'S			

Step 5: Copy and paste the signature text you want to display above the QUB logo

Step 6: Copy the Queen's signature file from your desktop and paste into the signature box under your signature text.