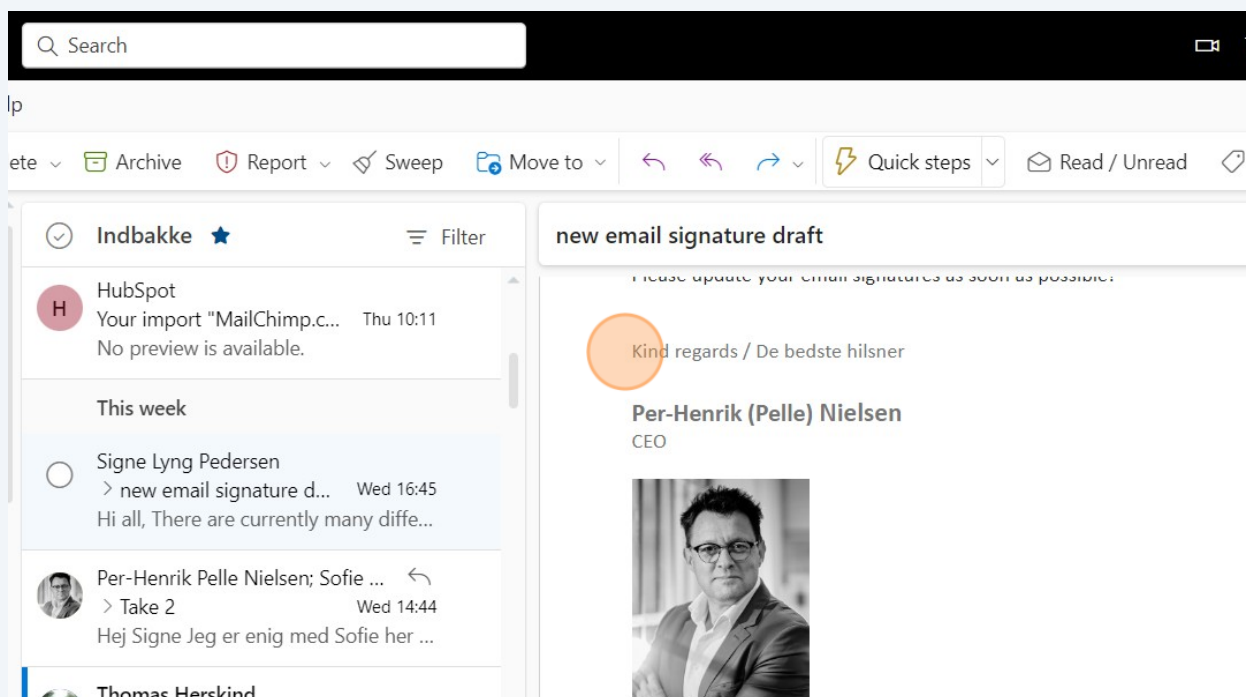


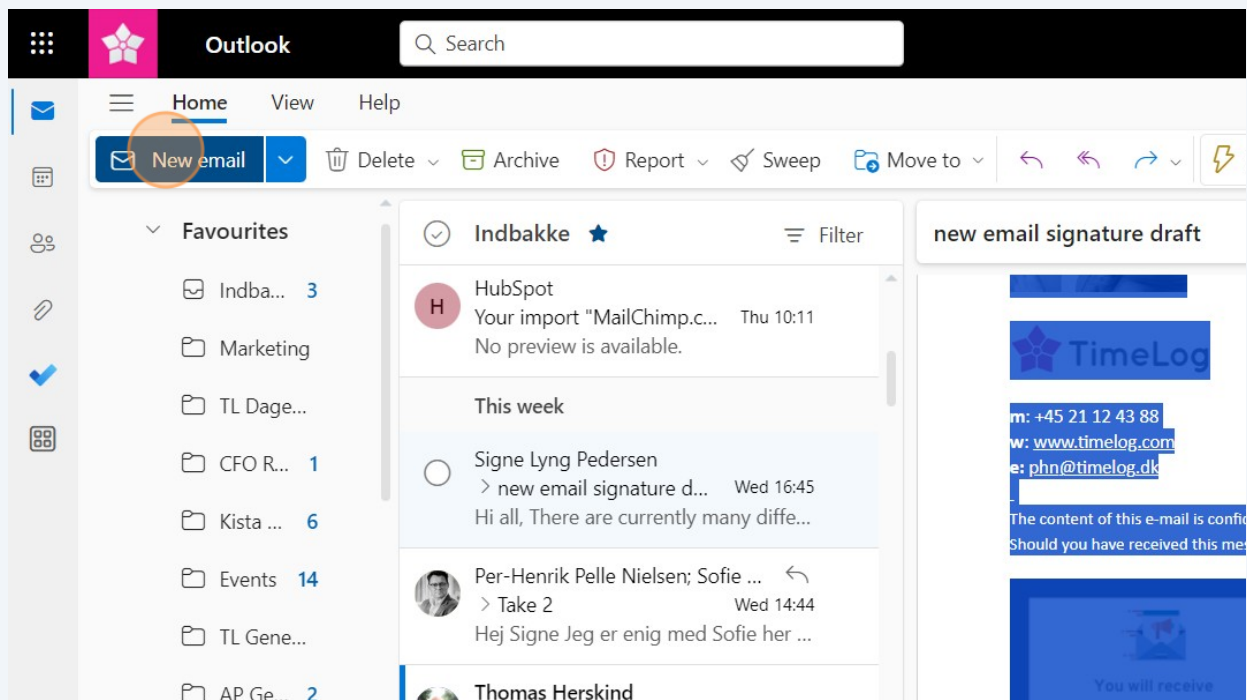
How to Create a New Signature in Outlook

1 Navigate to outlook.office.com/mail/inbox/id/AAQkAGM3YmQyZj...

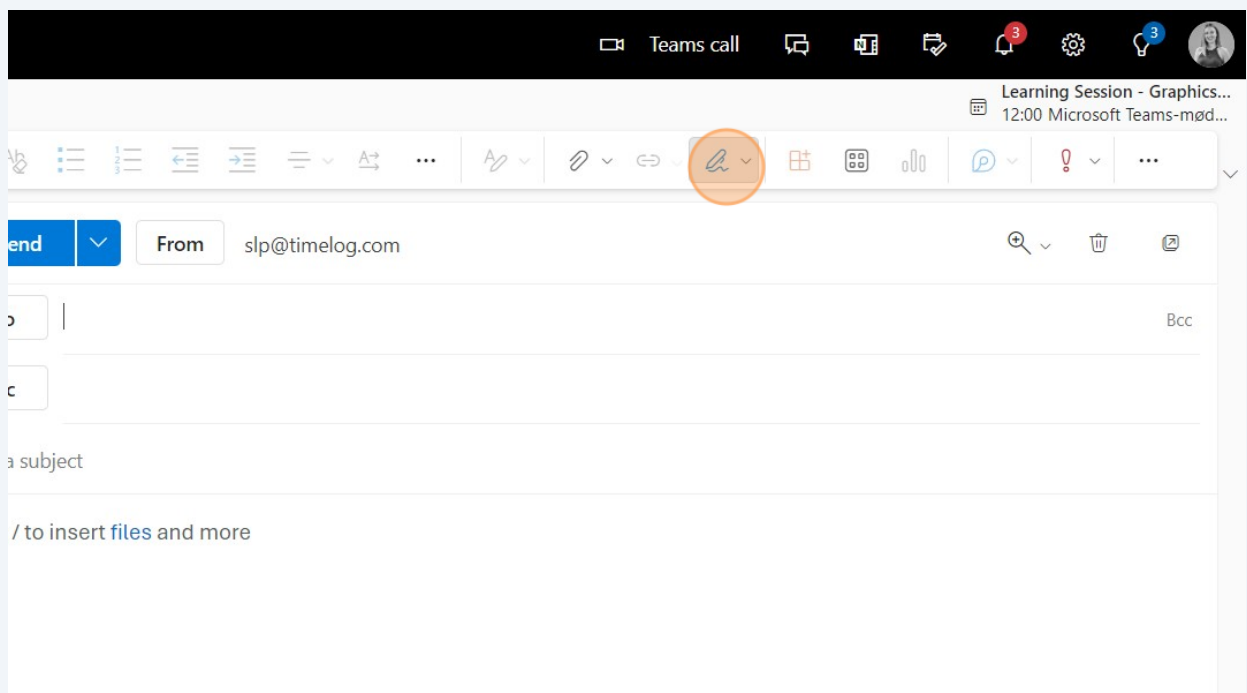
2 Copy the entire email signature (from "Kind regards" to the banner below)



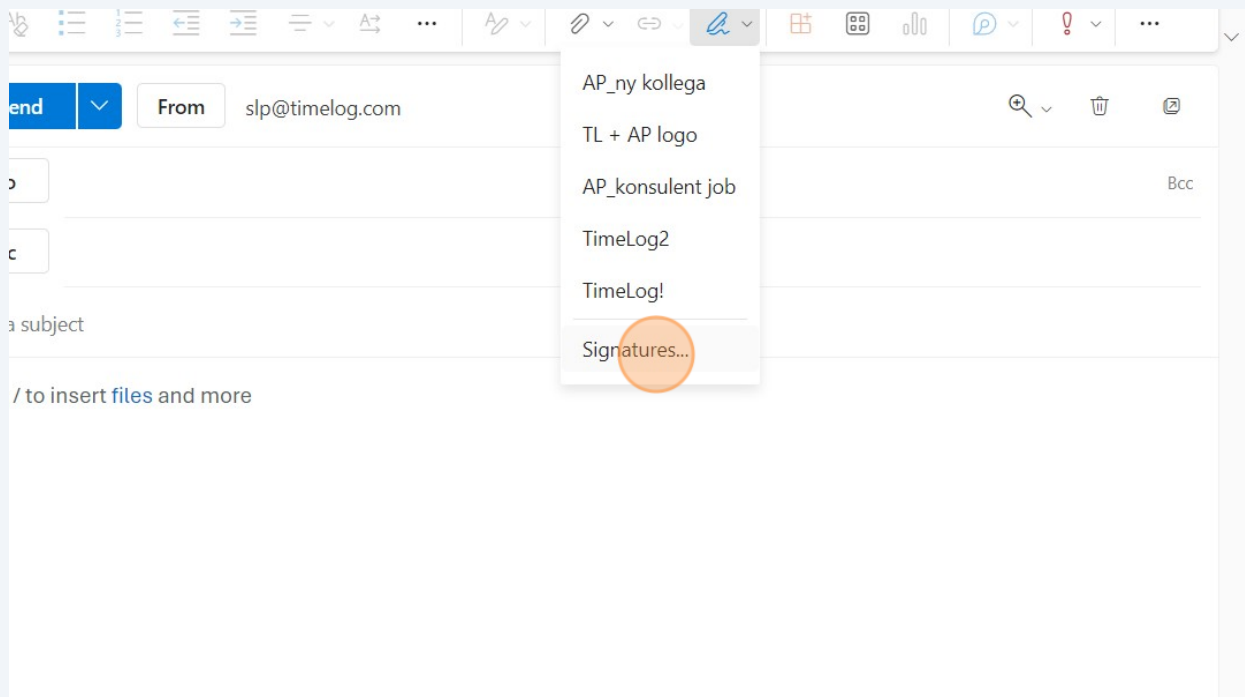
3 Click "New email"



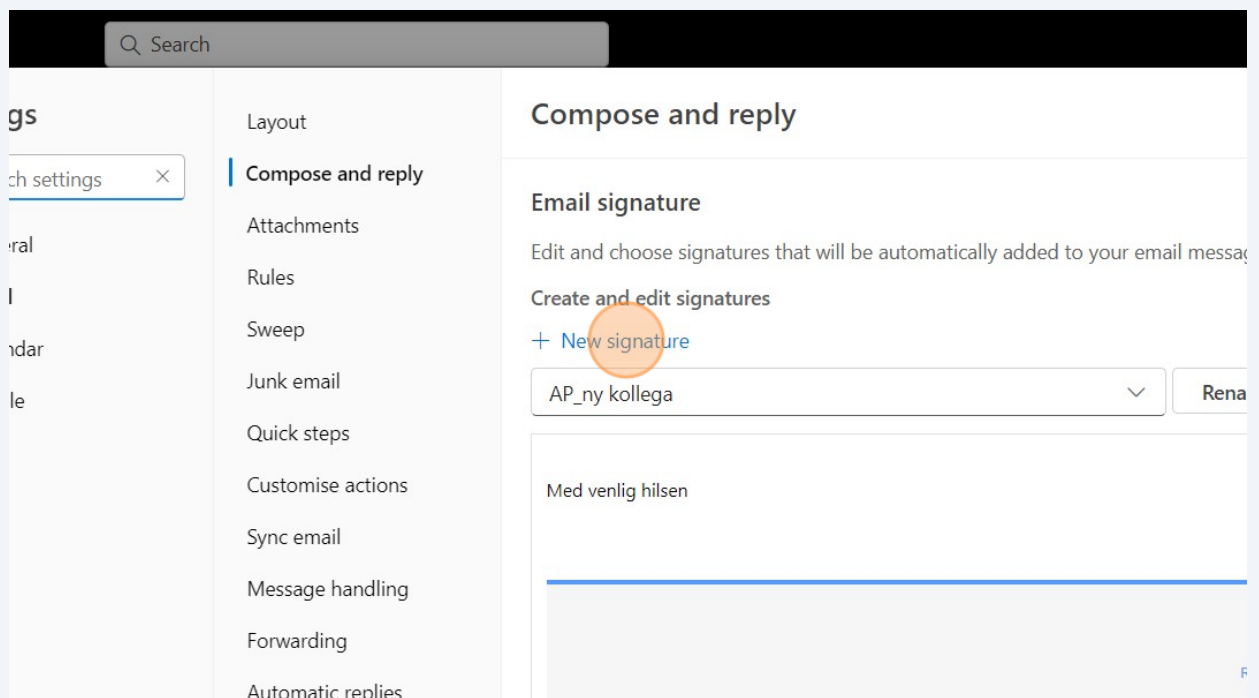
4 Click the signature icon.



5 Click "Signatures..."

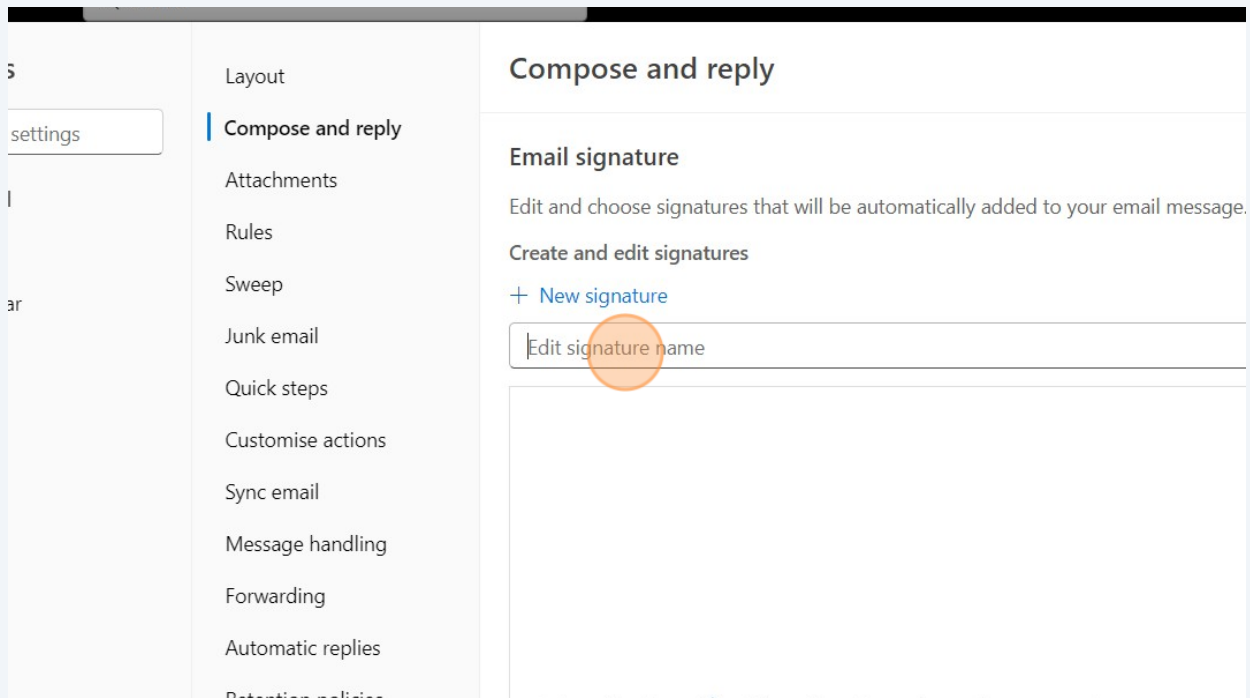


6 Click "New signature"



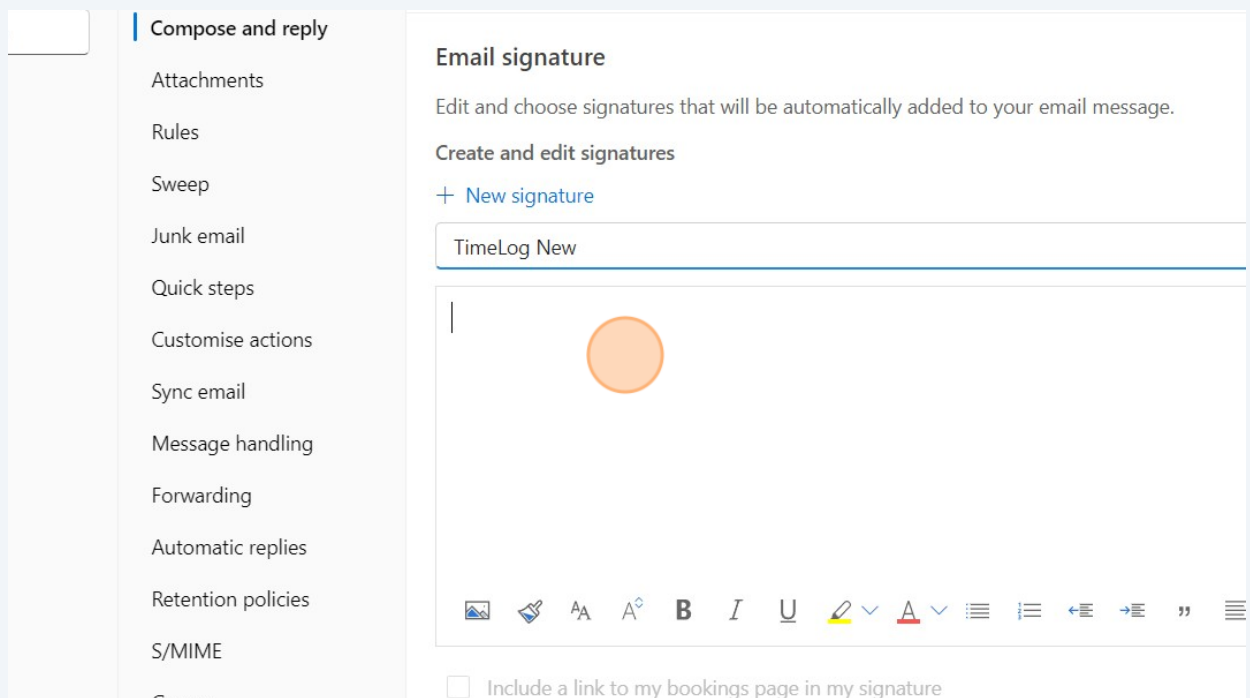
7

Click the "Edit signature name" field and fill in a name for the new signature (e.g. TimeLog new)



8

Paste the new signature in the box below.



9

Change the name, title, image, phone number and email address to match your own.

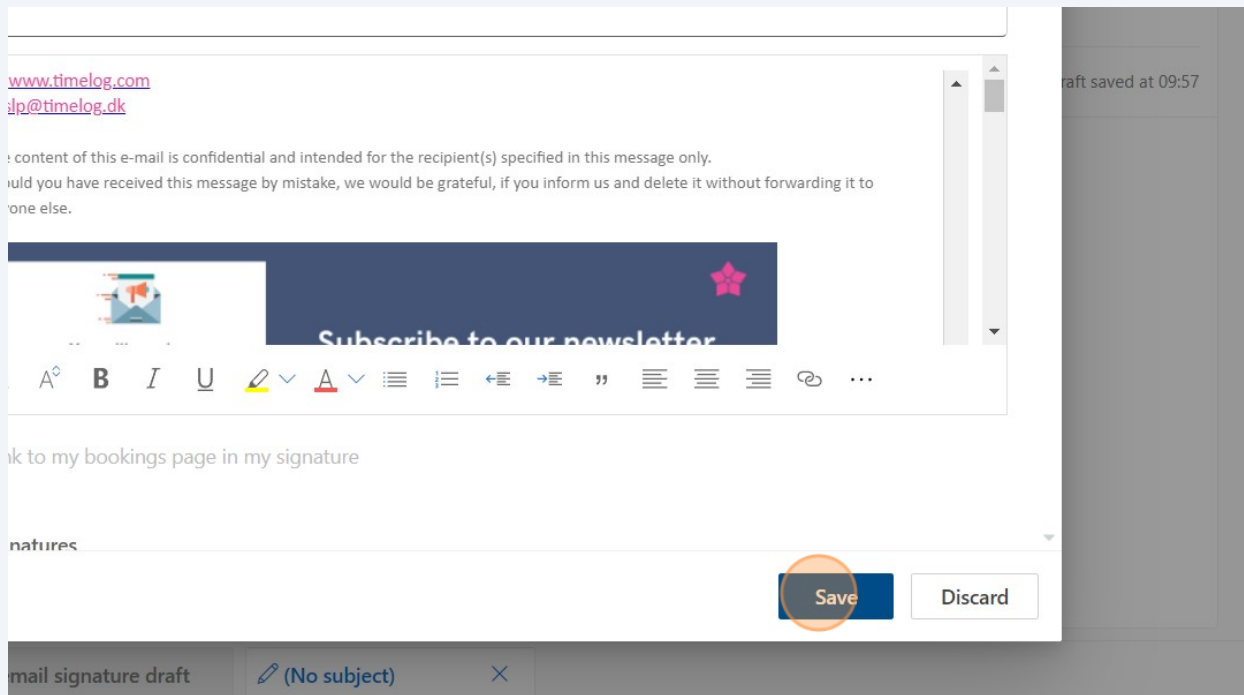
The screenshot shows an email signature editor. On the left is a sidebar menu with options: Attachments, Rules, Sweep, Junk email, Quick steps, Customise actions, Sync email, Message handling, Forwarding, Automatic replies, Retention policies, S/MIME, and Groups. The main area is titled 'Edit and choose signatures that will be automatically added to your email message.' Below this is a section 'Create and edit signatures' with a '+ New signature' button. A signature card is shown with the name 'Per-Henrik (Pelle) Nielsen' and title 'CEO'. An orange circle highlights the name. Below the name is a photo of a man with glasses. At the bottom of the editor is a toolbar with icons for image, link, text color, background color, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, quote, and more options. A checkbox at the bottom is labeled 'Include a link to my bookings page in my signature'.

10

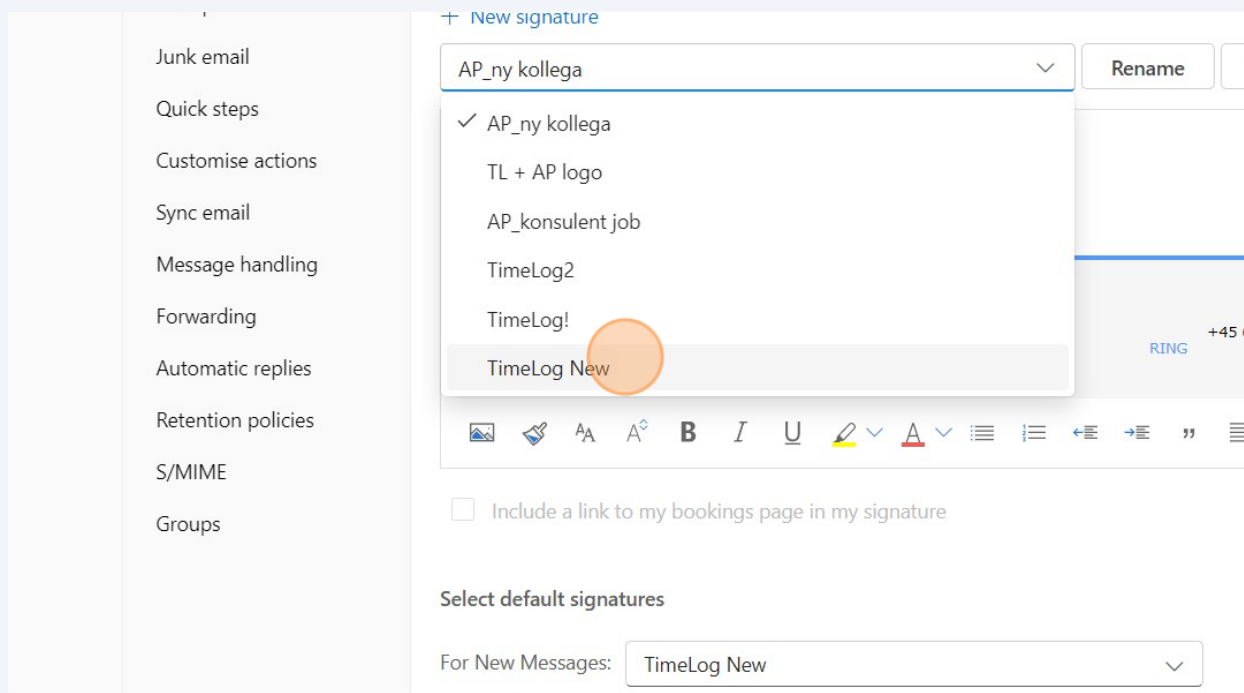
You can easily copy/paste your own photo from your old email signature.

The screenshot shows an email inbox on the left with several messages. The main view shows an email from 'Signe Lyng Pedersen', Events Manager. The signature includes a photo of a woman, the TimeLog logo (a pink flower icon), and an orange circle. Below the photo are contact details: phone number '+45 60522852', website 'www.timelog.com', and email 'slp@timelog.dk'. A disclaimer states: 'The content of this e-mail is confidential and intended for the recipient(s) specified in this message only. Should you have received this message by mistake, we would be grateful, if you inform us and delete it without forwarding it to anyone else.' At the bottom is a dark blue banner with a white envelope icon and the text 'You will receive' on the left, and 'Subscribe to our newsletter' on the right with a pink flower icon.

11 Click "Save" in the bottom.



12 Check that you have chosen the new email signature in the drop down.



13

Decide when you want to use the new email signature (New messages / replies / forwards)

The screenshot shows the settings for an email signature. On the left is a sidebar with various settings categories. The main content area is titled 'Signature' and contains the following elements:

- Contact information: m: +45 60 52 28 52, w: www.timelog.com, e: slp@timelog.dk
- Rich text editor toolbar with icons for image, link, text color, font size, bold, italic, underline, background color, text background color, bulleted list, numbered list, indent, outdent, quote, horizontal line, and link.
- Checkbox: Include a link to my bookings page in my signature
- Section: **Select default signatures**
- For New Messages: [TimeLog New] (highlighted with an orange circle) [v]
- For Replies/Forwards: [TimeLog New] [v]
- Section: **Message format**
- Text: Choose whether to display the From and Bcc lines when you're composing a message.
- Checkbox: Always show Bcc

At the bottom, a portion of a Windows taskbar is visible, showing the name 'Schmidt' and several application icons.