Title: Creating a Signature in Outlook

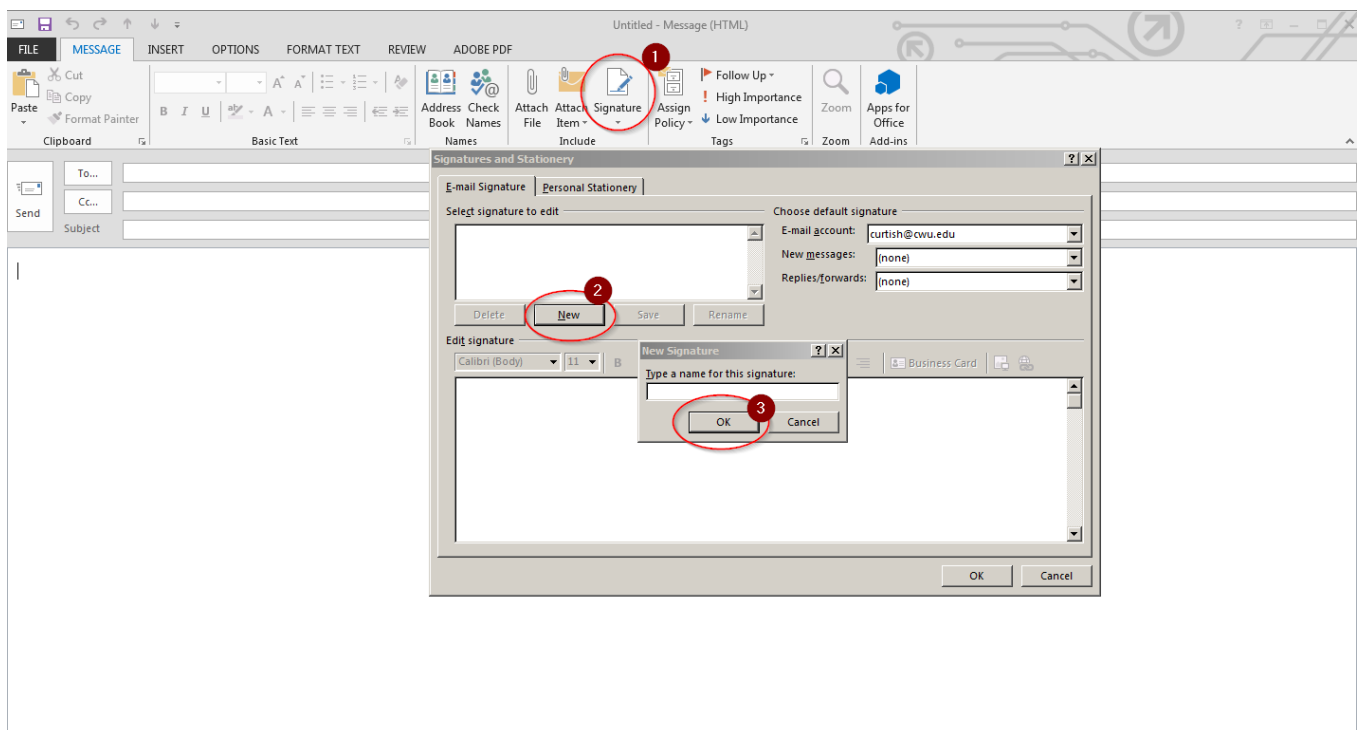**Task:**

Create a signature in Outlook 2019 desktop.

Instructions:

Step One: Within the Outlook program, click the "New Email" button at the top left corner of the Home tab.

Step Two: Click the "Signature" button from the top panel, next to Attach Item.

Step Three: Click "New" in the Signatures and Stationery window to design a new signature template.

Step Four: Compose your signature in the editing window.