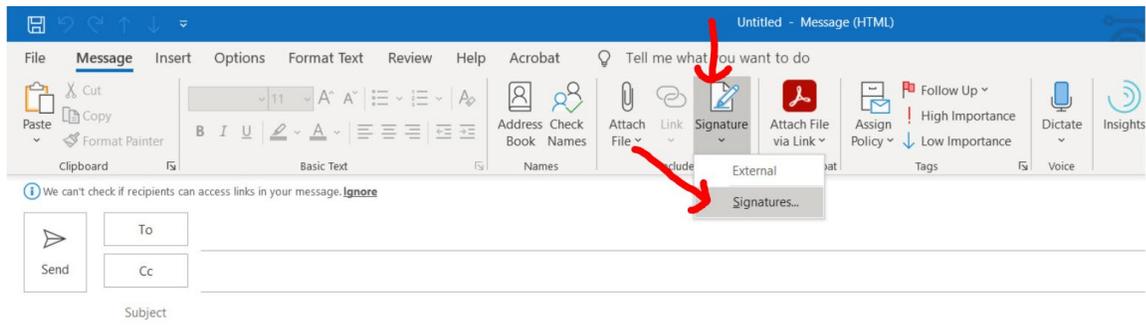


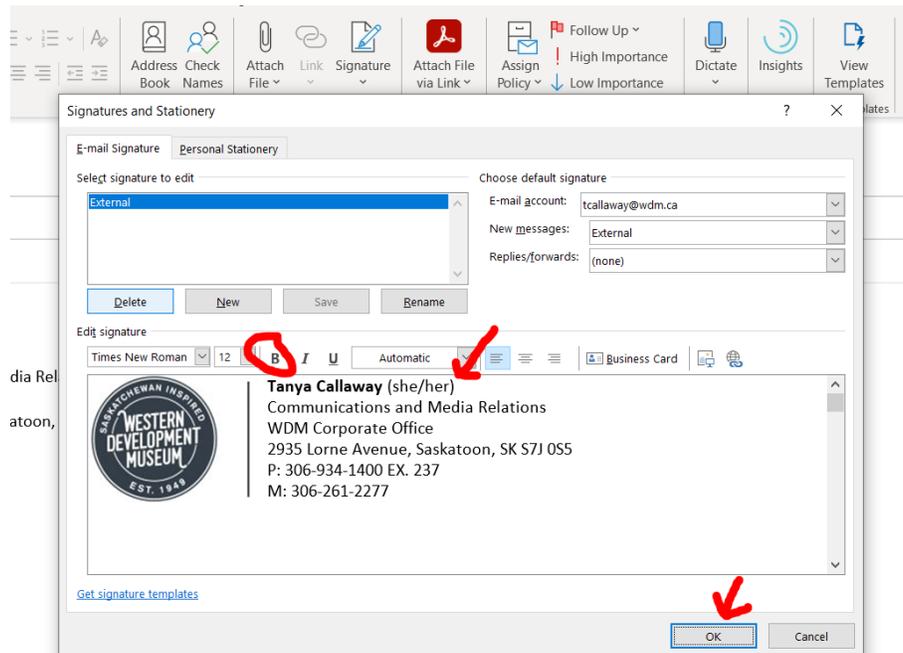
## Editing your E-Signature

- 1) Open a new email.
- 2) Click on 'Signature' and from the dropdown 'Signatures...'.  
This will open your current e-signature.

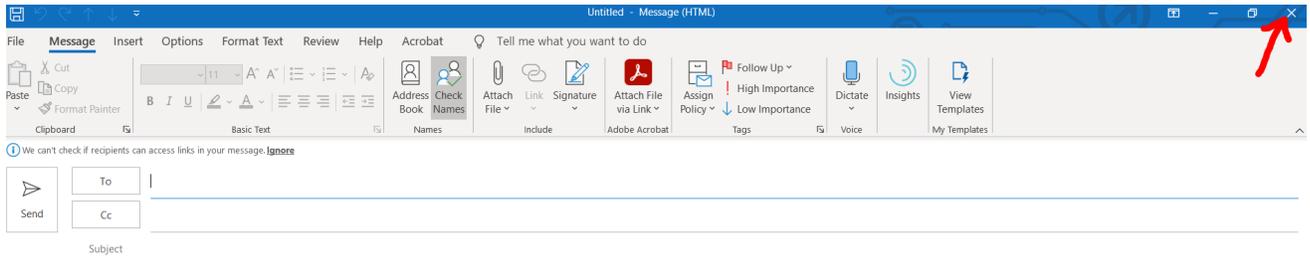


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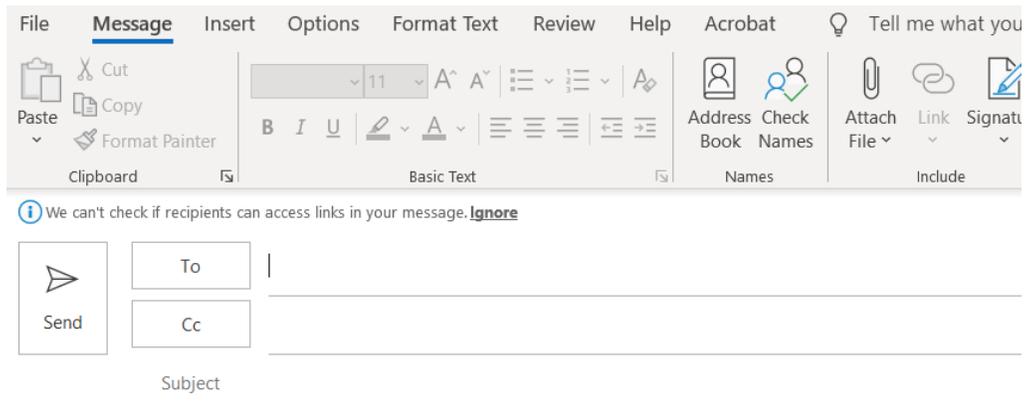
- 3) After your name, add your pronouns - all lower case, not bold. When done, click 'OK'



4) Close the email that you had open.



5) The next time you start a new email your e-signature will be updated.



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