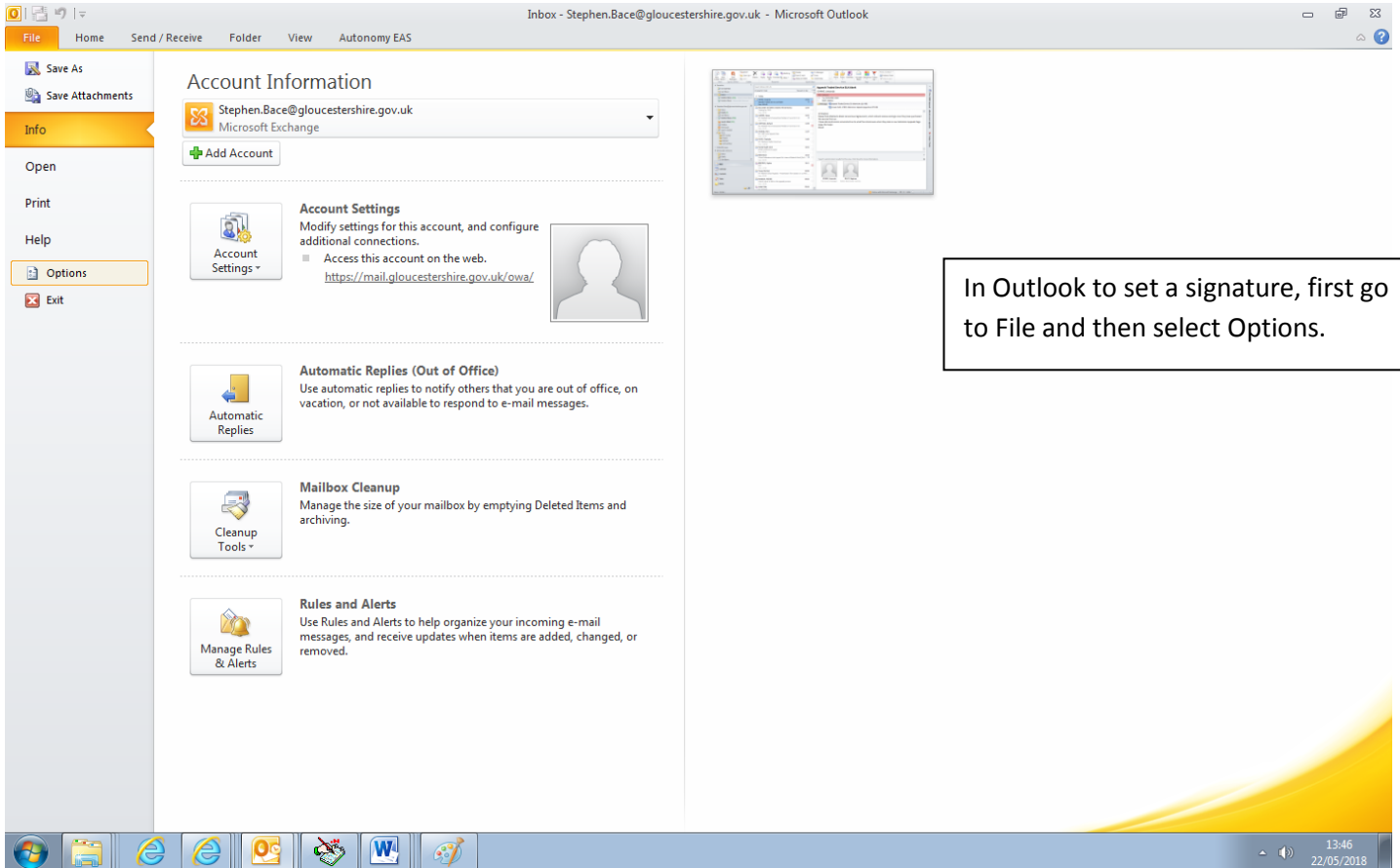
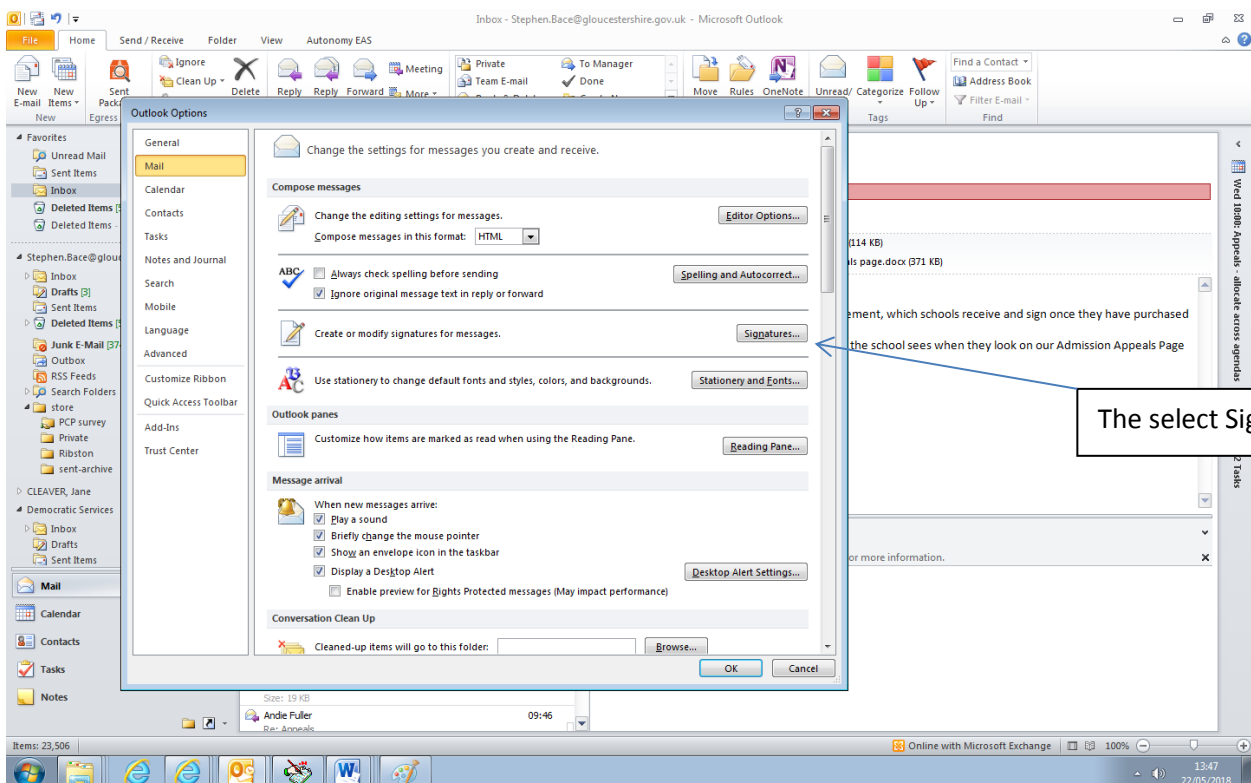


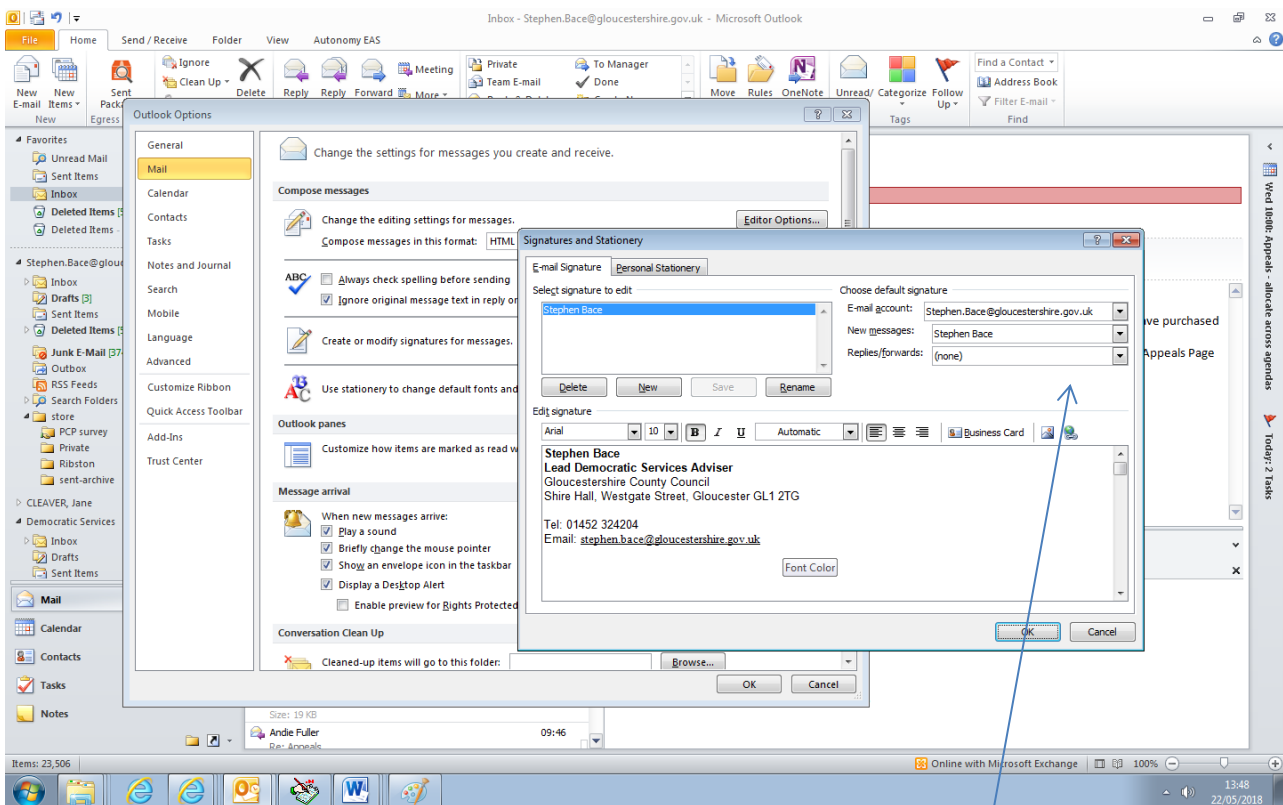
An Email signature is the text which automatically appears at the bottom of a new email. Perfect for any information such as job title, role or information on how you will use data.



In Outlook to set a signature, first go to File and then select Options.



The select Signatures

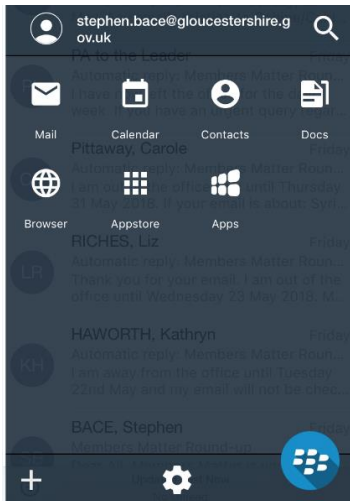


In this area you can click 'new' and then use the text box to insert the information you wish to include as a signature and then click ok.

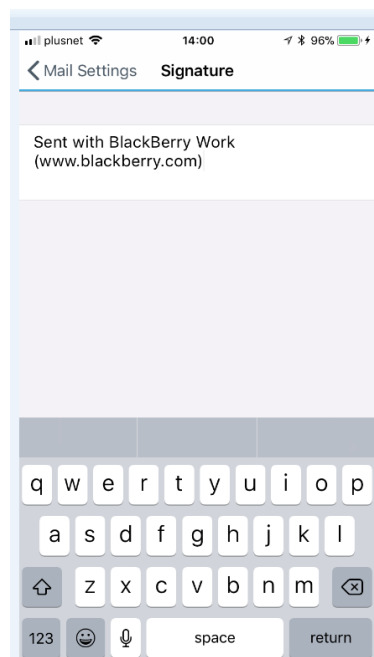
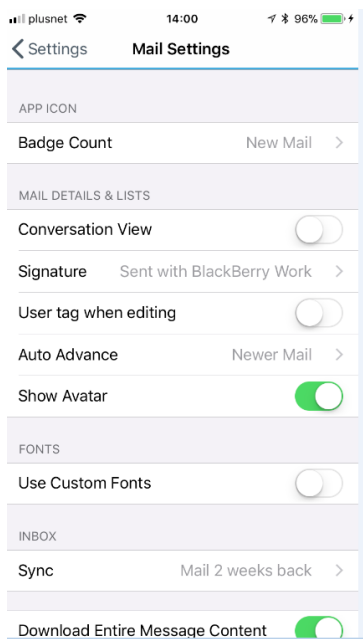
Make sure that your new signature is listed as the default signature for your email account in the right hand corner.

On Blackberry:

Click on the blue circle that brings up the menu below and then click on the cog at the bottom of the screen (or at the left hand side) to bring up settings.

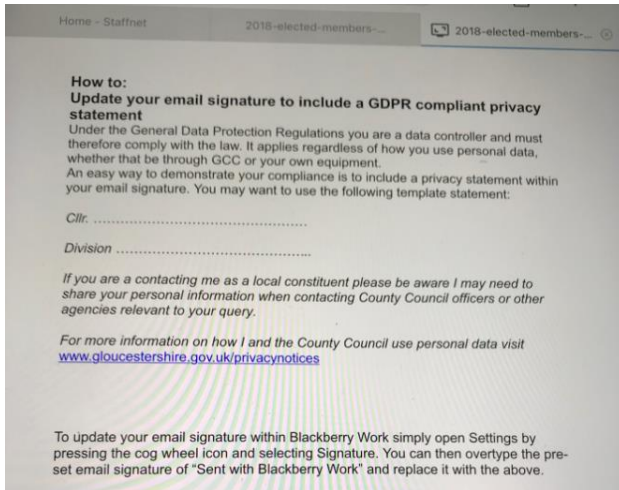


Select Mail settings and then click on 'signature', here you will be able to type in the signature you want at the bottom of your emails, replacing the 'sent with BlackBerry' message.

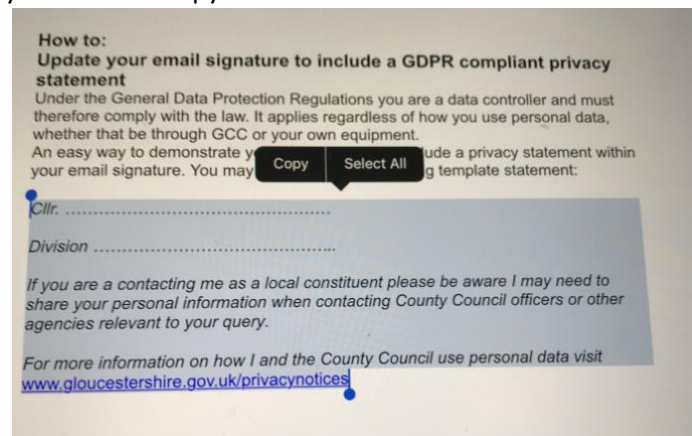


If you have been sent some text in an email or document that you would like to include within your signature, you could copy and paste it.

For example, the GDPR template on members matter can be opened up in the web browser by clicking the link.



By holding your finger down next to the text it displays two blue spots that you can drag around the text you wish to copy. This will bring up a menu allowing you to select copy.



Then when in your signature edit screen you can hold your finger down and select paste to insert the text into the box.

