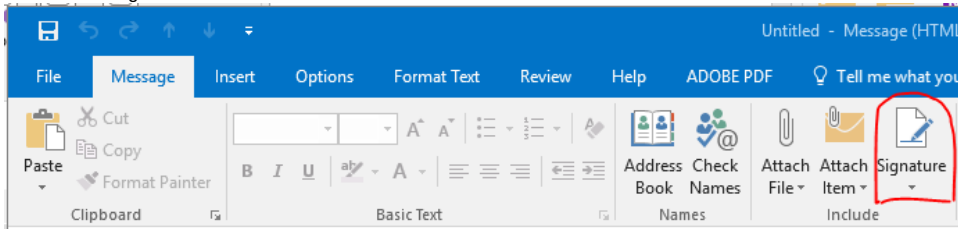


Insert Corporate email Signature

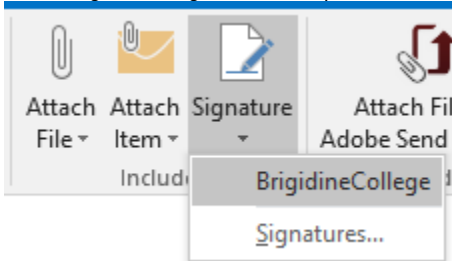
Outlook Desktop Application

When composing a new message you can add your corporate signature through the following

1. Select the Message tab
2. Locate the Signature button



3. Select BrigidineCollege from the drop down list



4. Your signature should now be appended your emails

