**AEROTECH E-MAIL TEMPLATE**

To set up your Outlook signature:

1. Select Settings .
2. Select Accounts > Signatures.
3. If you have more than one account added to new Outlook, select the account you want to apply your email signature to.
4. Select + New signature, then give it a distinct name.
5. In the editing box, select ‘Edit’ below the new name. A new window will open.
6. Copy the template below and paste it into the Edit window.
7. Add your Name, Title and Address details for your Division or Base where the brackets show each item.
8. Select Save when you're done.
9. With your new signature selected from the list above the editing box, go to Select default signatures and choose whether to apply the signature to new messages and to replies and forwards. Or leave it blank and add the signature you want when composing a message.
10. Select Save again.

**[Name Name]**[**TITLE GOES HERE]**



**AEROTECH [DIVISION OR BASE]**

**Aerotech Agriculture • Aerotech 1st Response • Aerotech Helicopters • Aerotech Maintenance • Aerotech Avionics**

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