

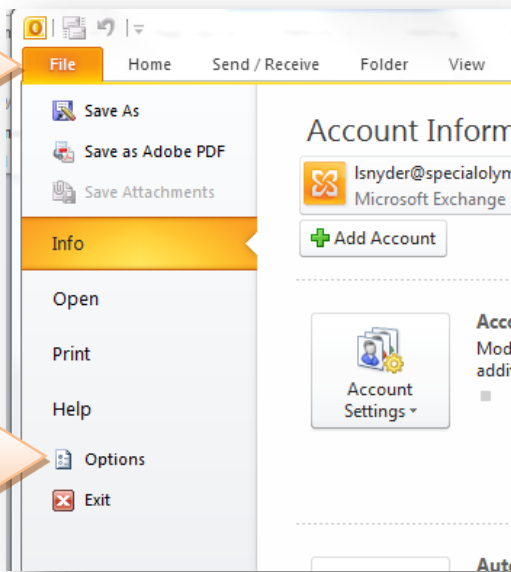
SOI Outlook Signature Instructions for Regional Staff

.....
Your Name Here
Your Title Here
.....

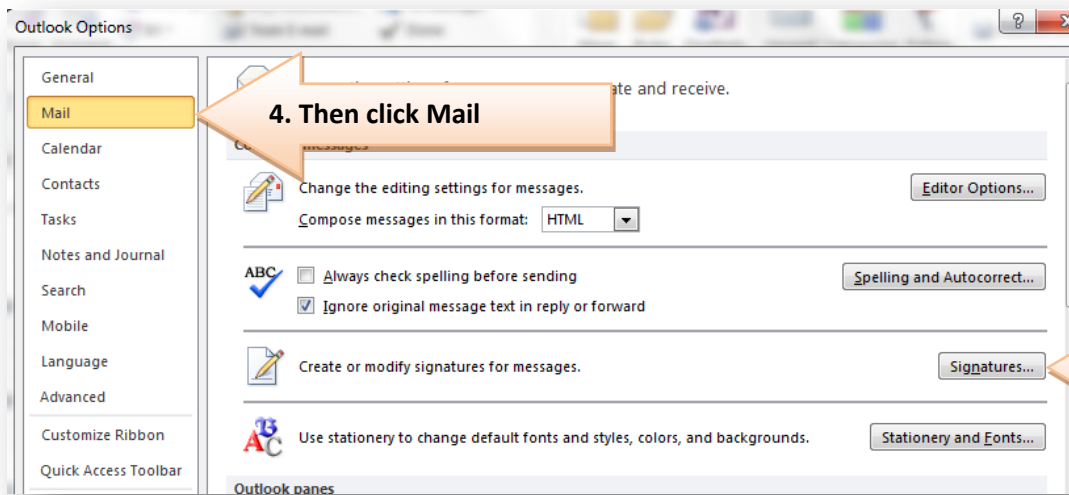
Special Olympics
1133 19th Street NW
Washington DC, 20036
Tel +1 202 XXX XXXX
Mobile +1 XXX XXX XXXX
Email you@SpecialOlympics.org
.....
www.SpecialOlympics.org
.....

1. Select the signature block above and press CTRL+C to copy to clipboard.

2. Click the File Menu



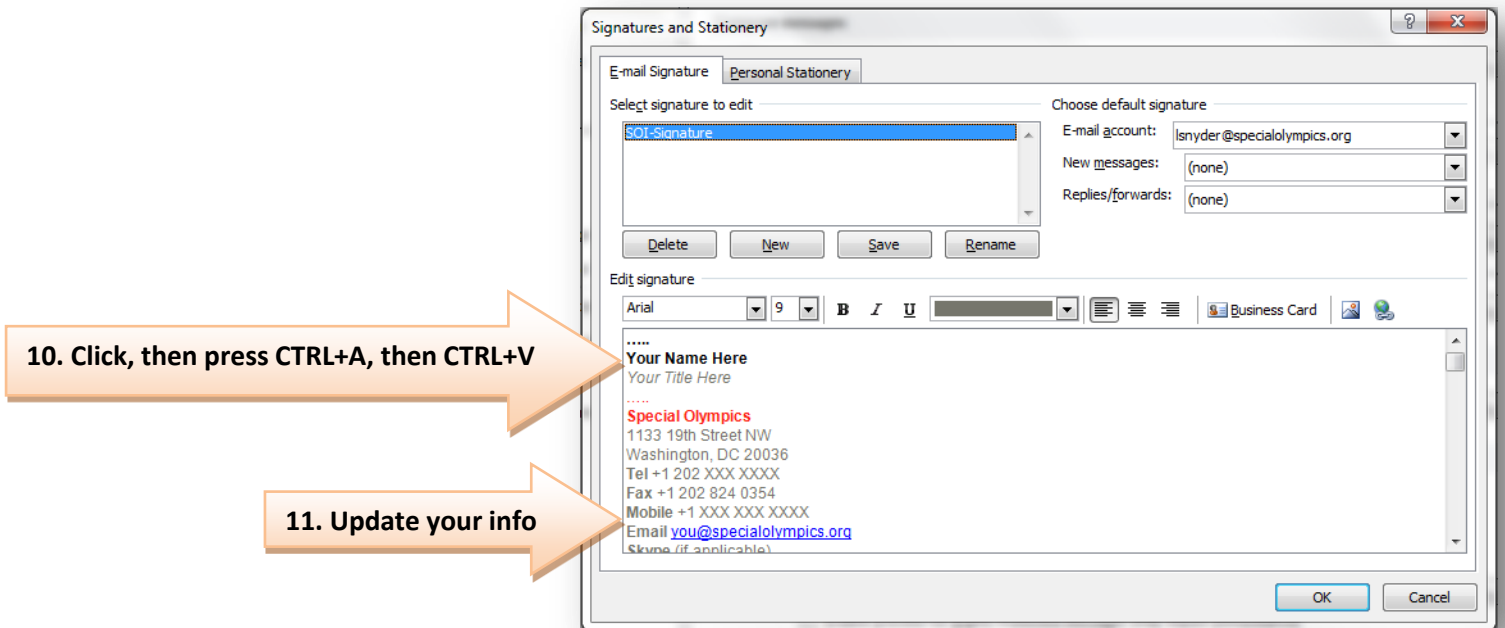
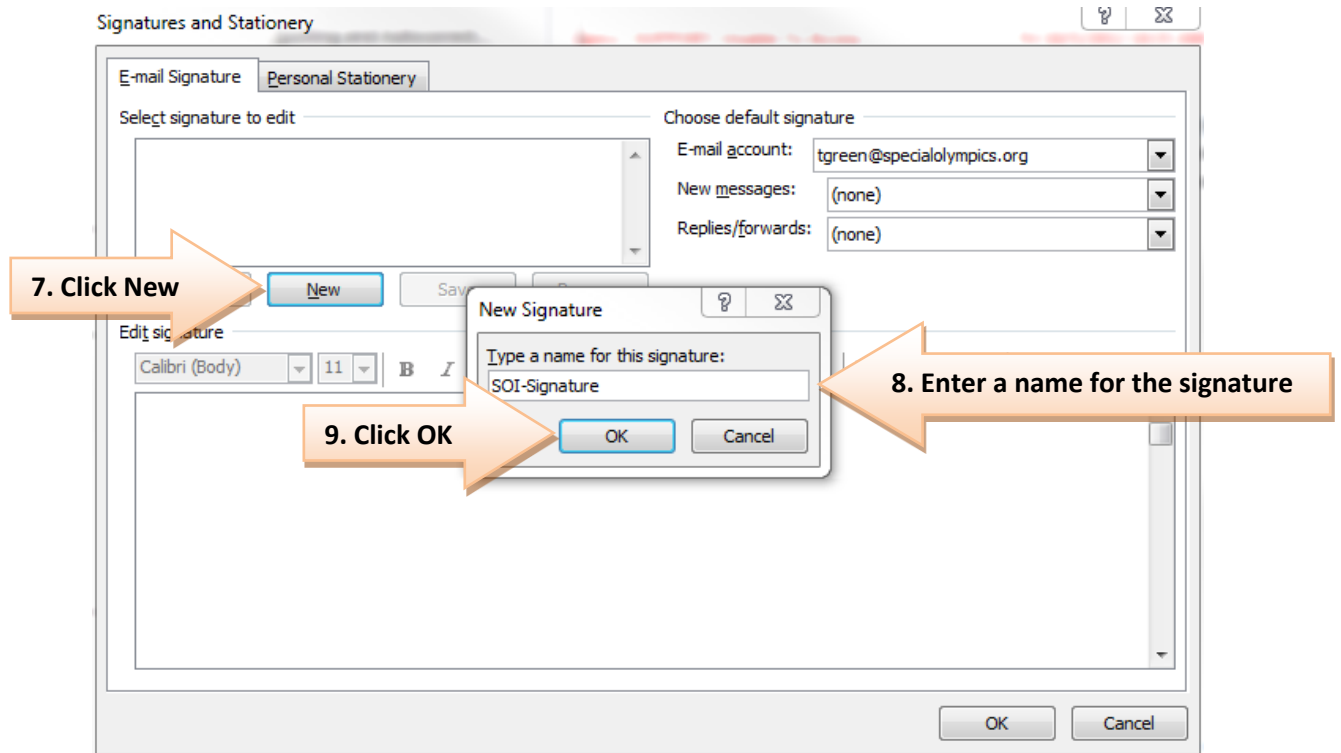
3. Then click Options

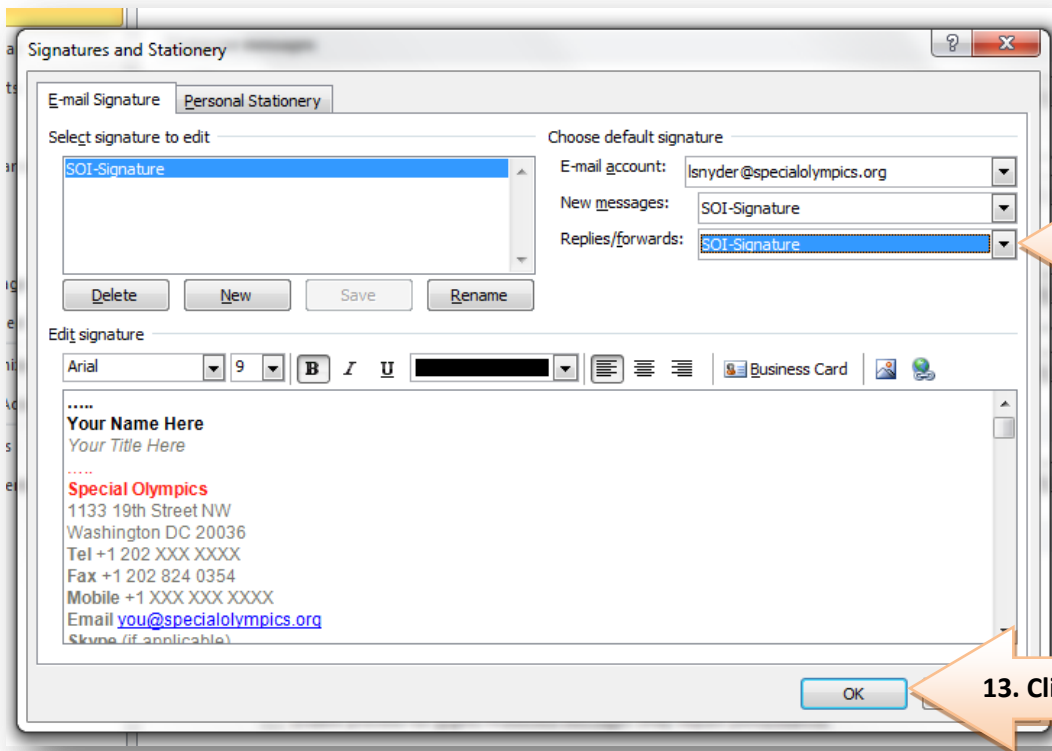


4. Then click Mail

5. Then click Signatures

6. If you do not already have a signature configured proceed to Step 7. If you already have a signature configured you can skip ahead to Step 10.





12. Select SOI-Signature

13. Click OK to save changes