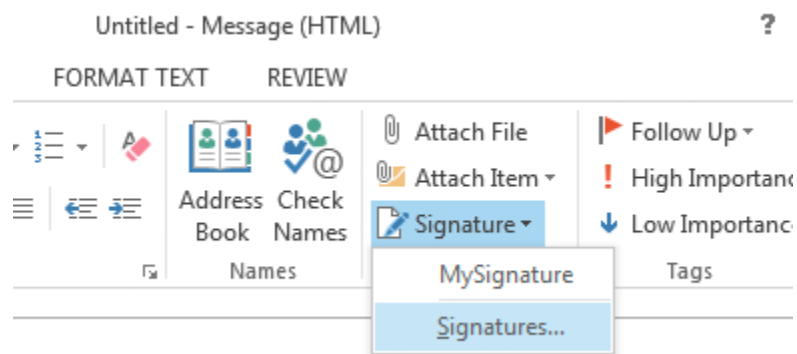


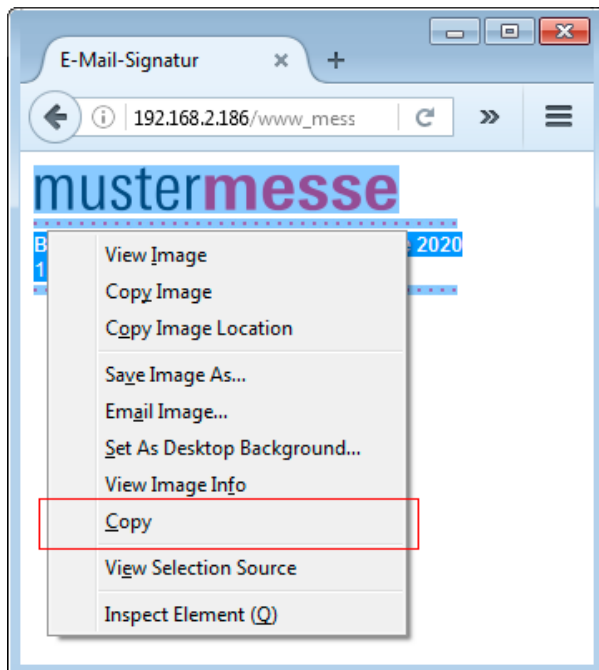
Email signature instructions

1. Save the signature to your computer or open it directly in an Internet browser.
2. To access Outlook's signature management feature:
 - a. In Outlook, create a new e-mail (click New E-Mail on the File tab or press Ctrl + N)
 - b. On the Message tab, click Signature and select Signatures from the following sub-menu.

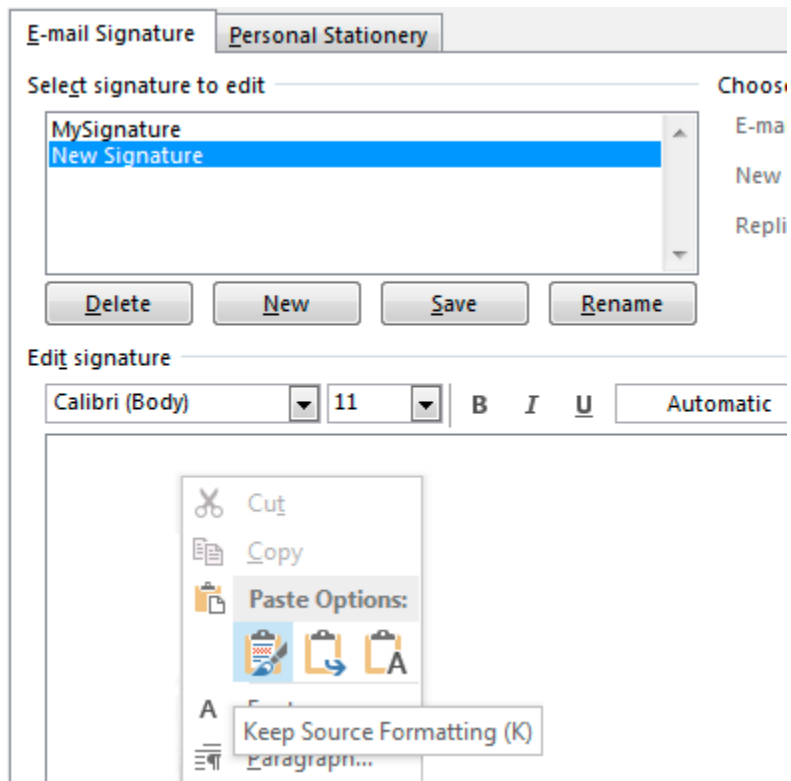


3. To expand an existing signature, select your signature and click *edit*. To create a new signature click *new*.
4. You can now quite easily copy the signature and paste it at the desired position in your signature.

To do so, open the (downloaded) signature in your Internet browser, if not already open, and select the entire content (with the mouse or Ctrl + A). Copy the content to the clipboard (right-click - Copy or Ctrl + C).



5. Paste the contents of the signature from the clipboard to your signature (right-click - Paste or Ctrl + V)



6. Personalise the signature by overwriting "XXX" with your own stand number.
7. Save the finished signature by clicking "OK". You can now use the signature.
8. *Please note: You can edit your existing e-mail signature or expand it with one of the signatures.*