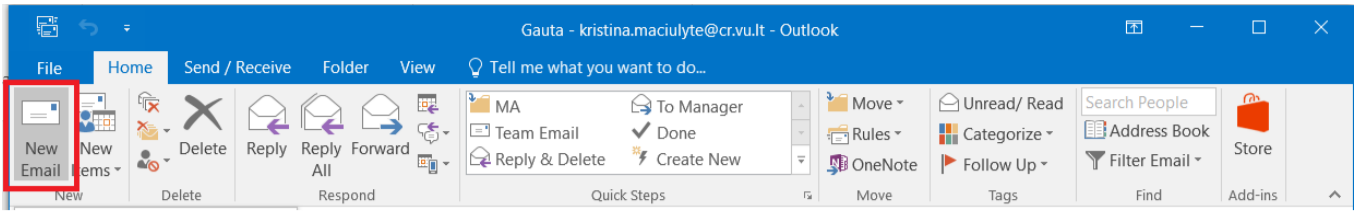


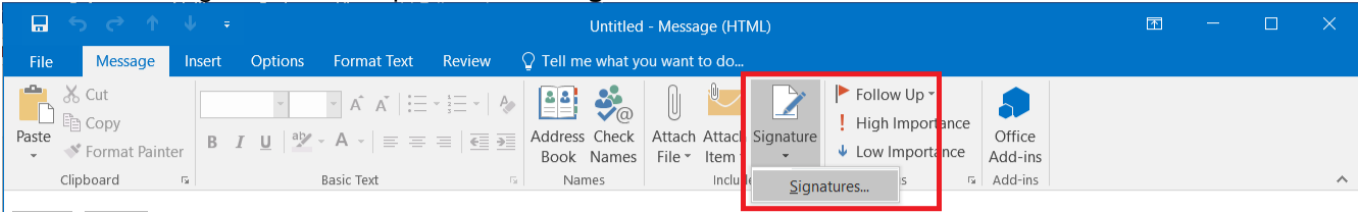
1. Open **Outlook** program



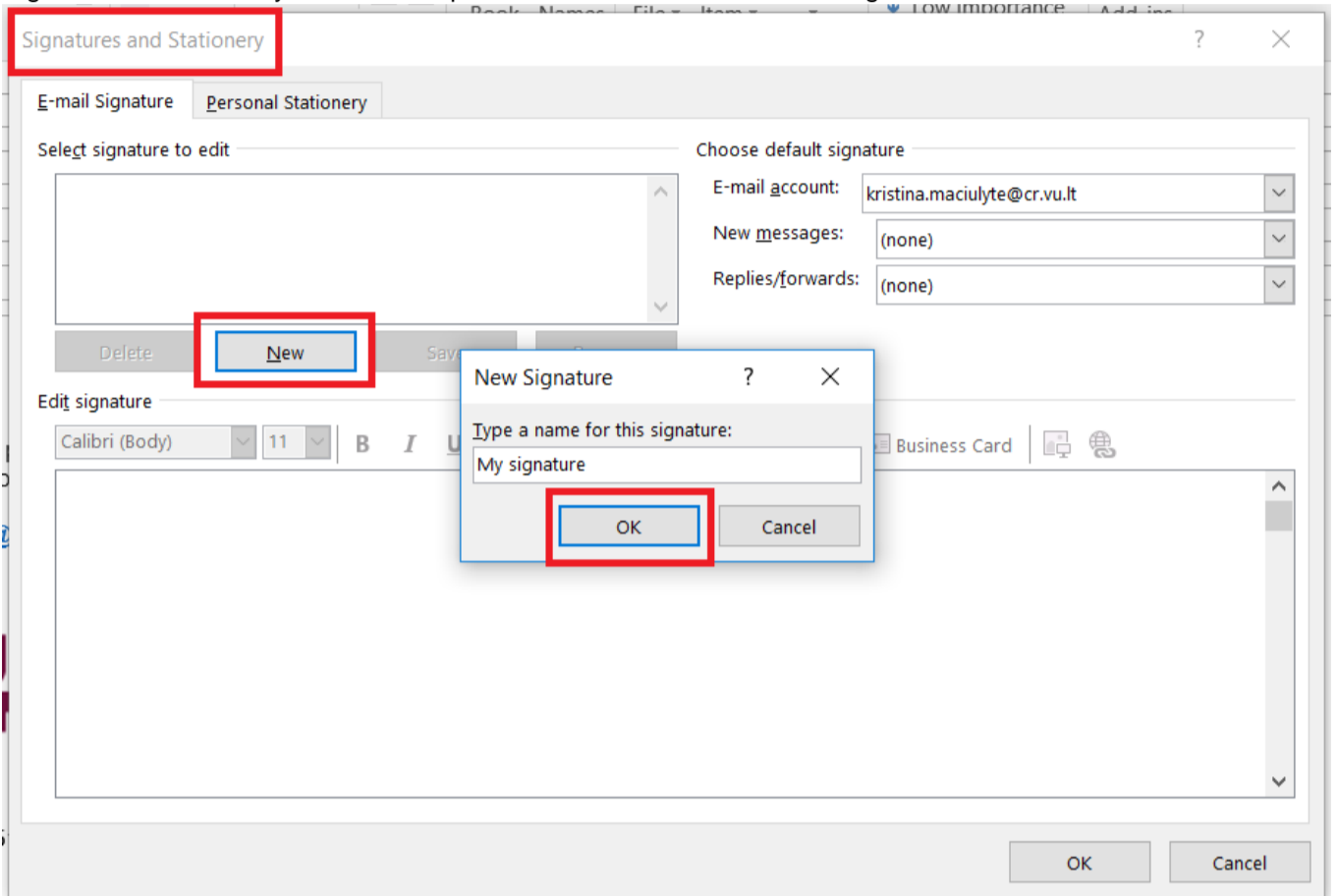
2. Choose → **New email**



3. Untitled – Message window will open. Press → **Signature**

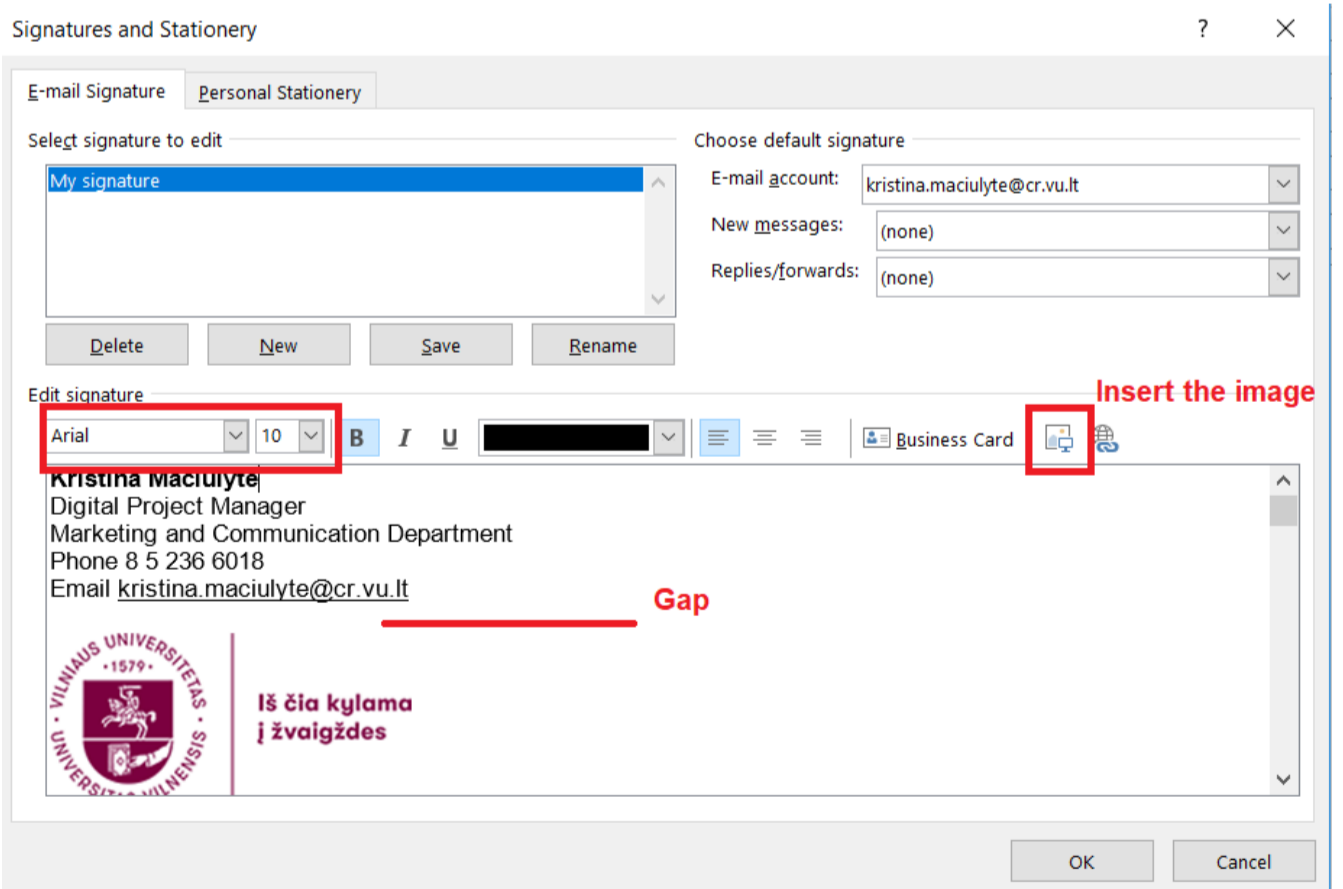


4. Signature and Stationery window will open. Press → **New** and name the signature.



5. Put all information in the text field according to the given example. Please pay attention to the **font, it's size** and do not forget to insert the **image**:

Name Surname
 Job title
 Department
 Phone number
 Email
 gap
 Image
 gap
 Vilniaus University
 Universiteto str. 3, LT-01513, Vilnius
www.vu.lt



The image can be found here: [intranet](#).

EMAIL SIGNATURE

Email signature instruction

Image for email siganture (Lithuanian) [DOWNLOAD](#) | Image for email siganture (Latin) [DOWNLOAD](#)

6. Press → **OK** and the signature will be saved.