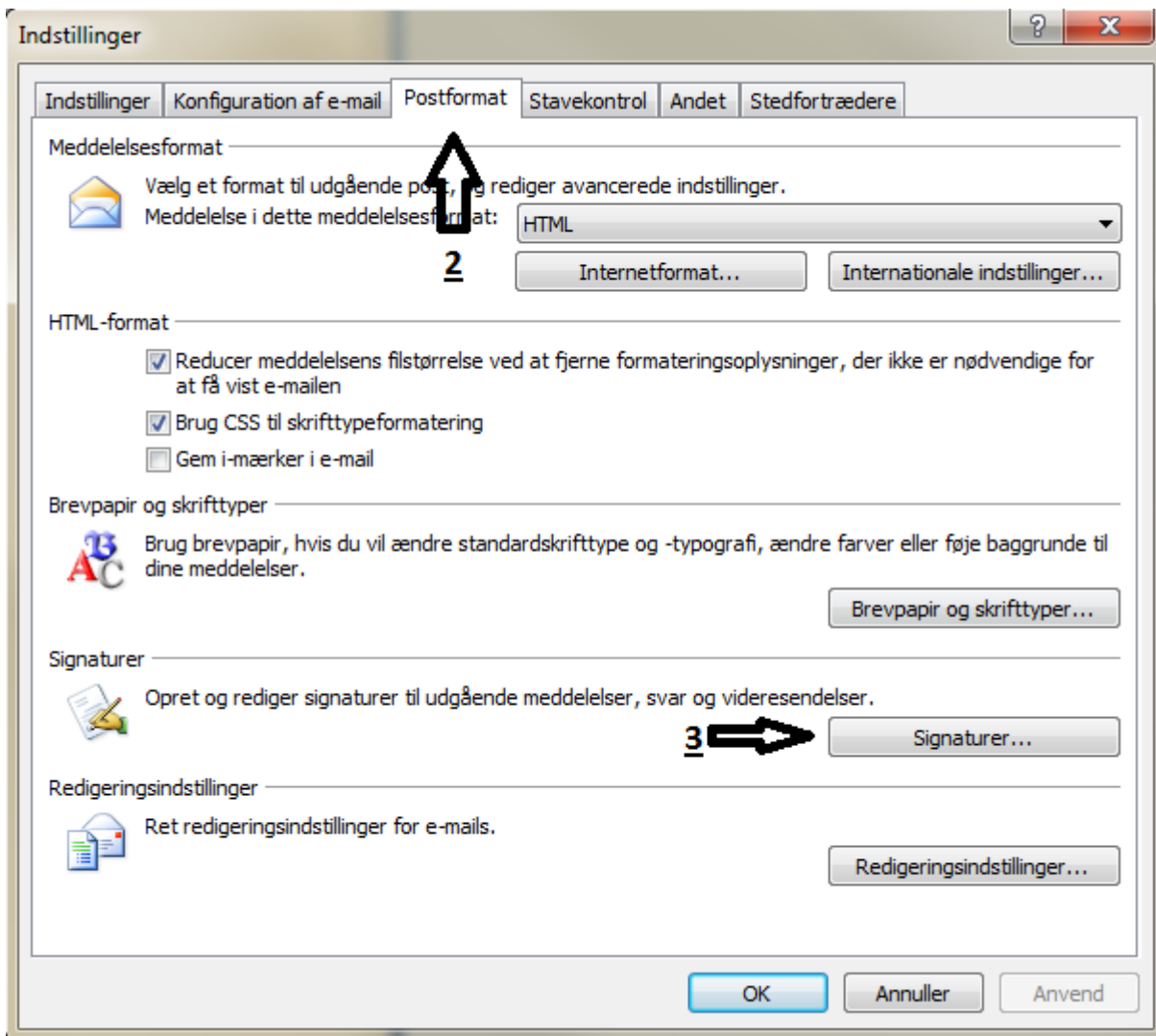
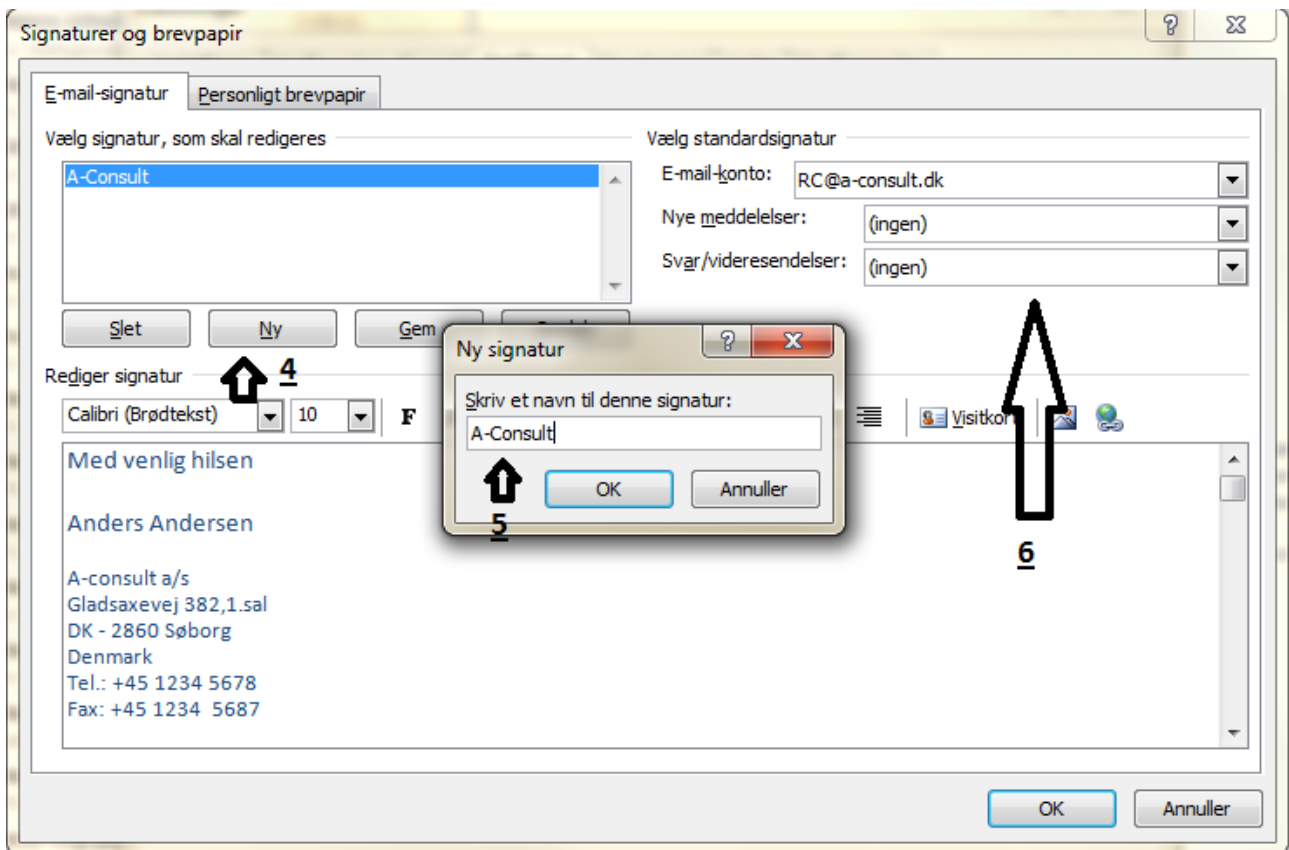


Opsætning af Autosignatur i Outlook

1. Luk Outlook op og åben fanen "Funktioner" og tryk på Indstillinger.
2. Klik på "Postformat" i toppen af vinduet.
3. Klik på knappen "Signature"



4. I Vinduet "Signature og brevpapir" klikker du på "Ny" for at oprette en ny signatur.
5. Nu skal du give din signatur et navn, det skal være "A-Consult"



Så skriver du i feltet "Rediger signatur" : (Husk og skifte Navn og TLF/FAX Nummer til det rigtige!)

Med venlig hilsen

Anders Andersen

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6. Til sidst skal du i disse to bokse markere din signatur så den kommer på dine nye/svar/videresendte beskeder.