Migrate your Outlook Signature to Boxtop

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Your current Outlook signature will not automatically transfer to Boxtop. Once in Boxtop, to set up your email signature:

- 1. Open an old email from your sent folder.
- 2. Highlight your signature > copy
- 3. Open a new email. Then at the top of the window click Signature > Signatures...

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4. Click New then paste your email signature and save.

5. Lastly, on the right side select your newly created signature for new messages and replies. Then click OK.

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