ALOHA SQUARE

(ON OFFICE.COM)

SET UP YOUR RENNES-SB SIGNATURE ON OUTLOOK WEBSITE

RENNES SCHOOL OF BUSINESS
UNFRAMED THINKING

EQUIS ACCREDITED AACSB ACCREDITED ASSOCIATION AMBA ACCREDITED

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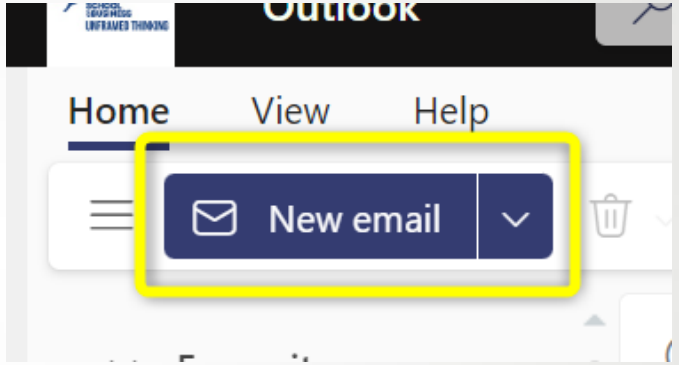
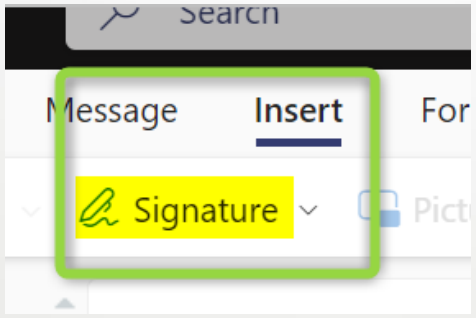
WHAT'S THE PROCESS ?

Step 1 - Log in to your **Outlook** through your Web Browser and open a **New Email**.



Step 2 – In the menu **Insert** select **Signature**



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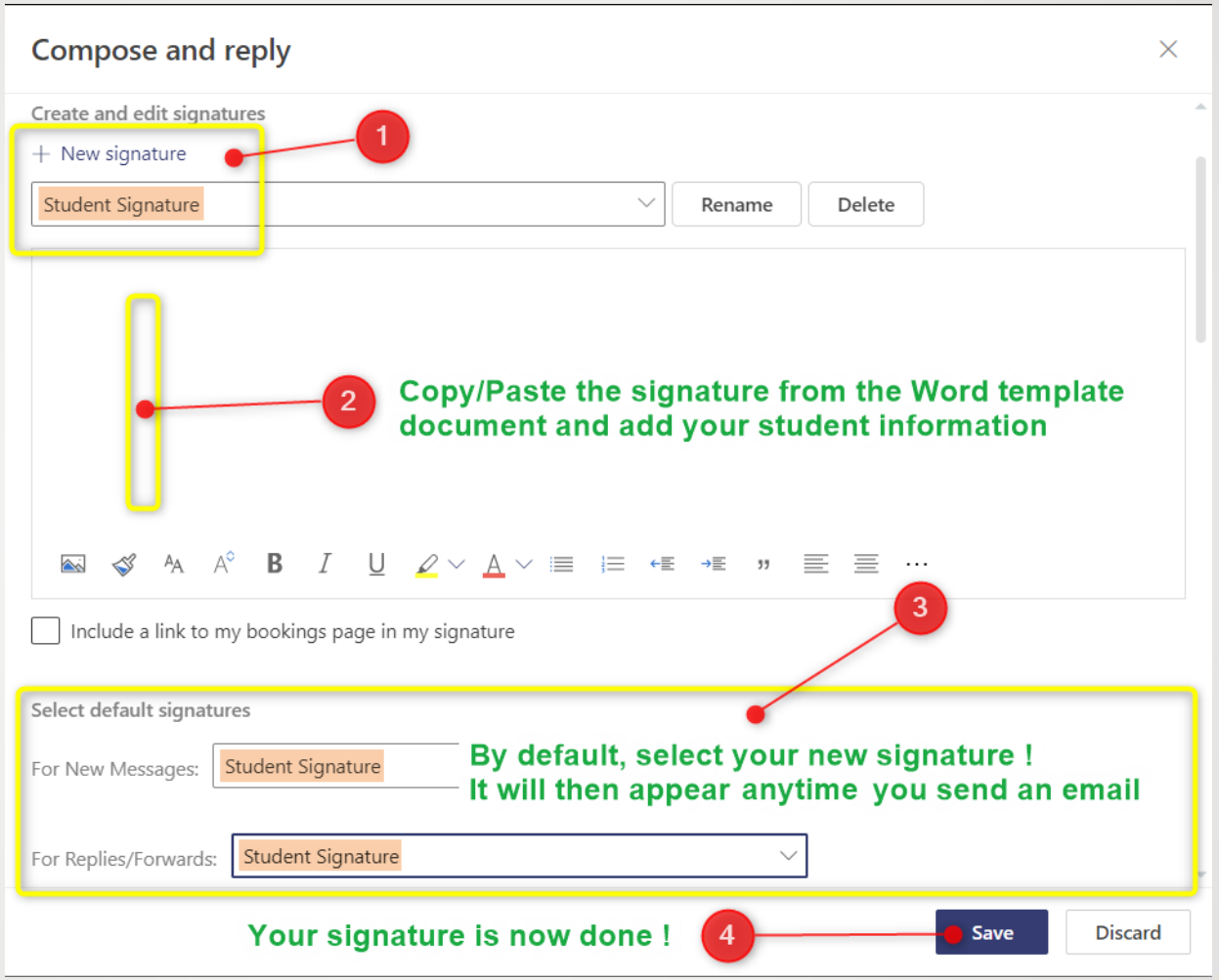
Step 3

Create your signature !



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