**How to upload your Viapath email signature:**

Copy the signature below, it has been set up using the correct Viapath colours:

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[www.viapath.co.uk](file:///C%3A%5CDocuments%20and%20Settings%5Ckwadhwa%5CLocal%20Settings%5CTemporary%20Internet%20Files%5CContent.Outlook%5CZJ8SMX24%5Cwww.viapath.co.uk)

 **Our Viapath Values**: **Innovation,** **Collaboration** and **Expertise**

In Microsoft Outlook navigate through the following:

* **Tools/Options/Mail Format/Signatures**
* In the **Create Signature** window, enter a name for your signature.
* In the **Edit Signatures and Stationery** window paste in the email signature above and update it with your own details.
* Do not make changes to the template, including the font/colour but you may delete any lines you don’t need.
* Ensure the new signature is set to be your default and click on **OK**.