**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:\Documents%20and%20Settings\kwadhwa\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\ZJ8SMX24\www.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**.