- After you have created using the email signature generator to create your email signature, and have copied it -- In Outlook, select settings gear icon in top right.



- Search for "Email Signature" and select that search result



- Place your cursor into the "Edit Signature" text area and press Ctrl+V.



- Below the edit text area, make sure the following options are selected:
    - "Automatically include my signature on new messages that I compose"
    - "Automatically include my signature on messages I forward or reply to"
- Select "Save" to complete this process.

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