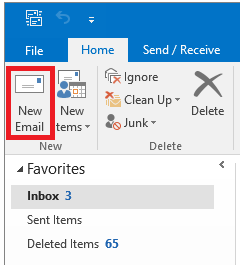
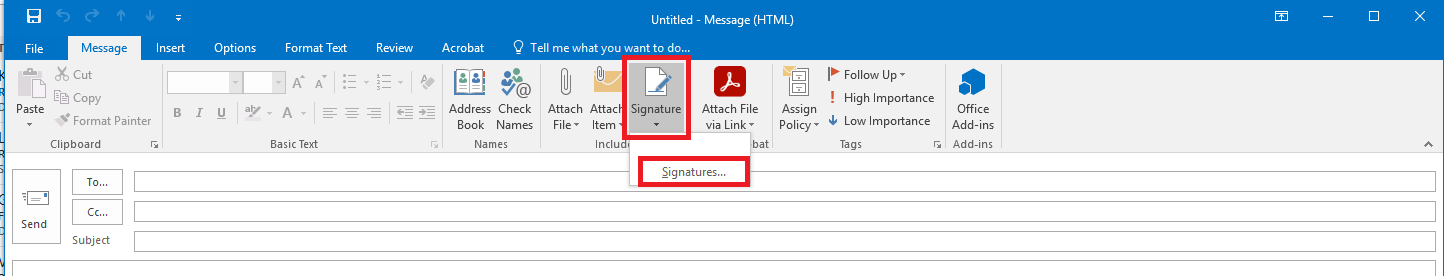


**INSTRUCTION TO CHANGE YOUR EMAIL SIGNATURE**

1. Once you open *Outlook* click on „New email“.



1. In the upper line find and click on „Signature“ and choose „Signatures…“.



1. In the new window that opens click “New”, name your new signature VILNIUS TECH and select “OK”. **In the text box below type this text:**

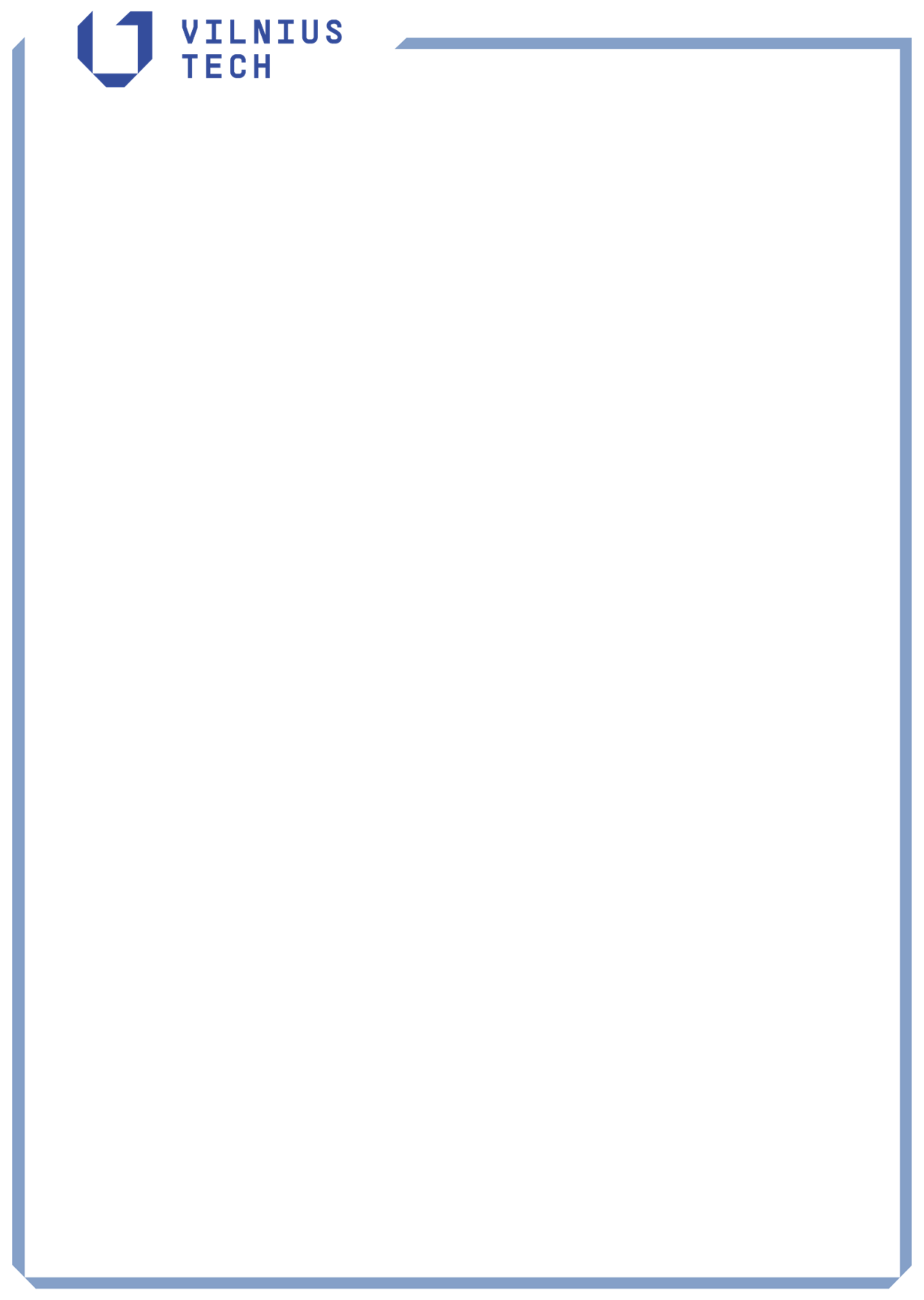
Best regards

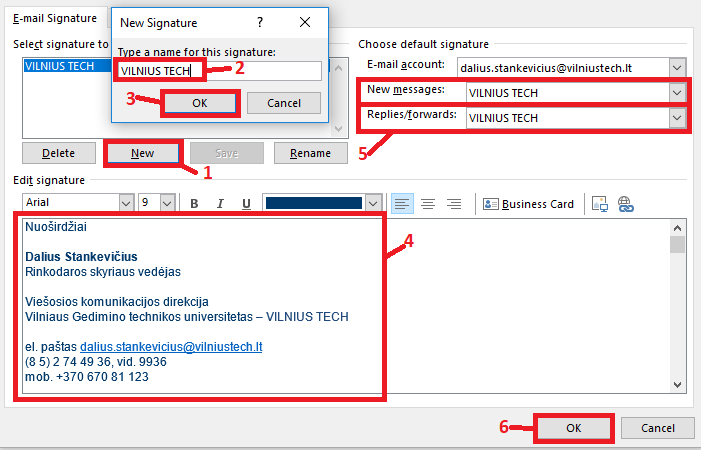
**First and last name**  
Position

The name of department  
Vilnius Gediminas technical university – VILNIUS TECH

e-mail name.surname@vilniustech.lt  
Phone number of department  
Mobile phone number

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**

1. In the sections „New messages“ and „Replies/forwards“ select VILNIUS TECH and click „OK“. 
2. Choose one of these photos below. Select the photo and click “Copy” (CTRL + C), go back to the text box in *Outlook* and click “Paste” (CTRL + V). 

