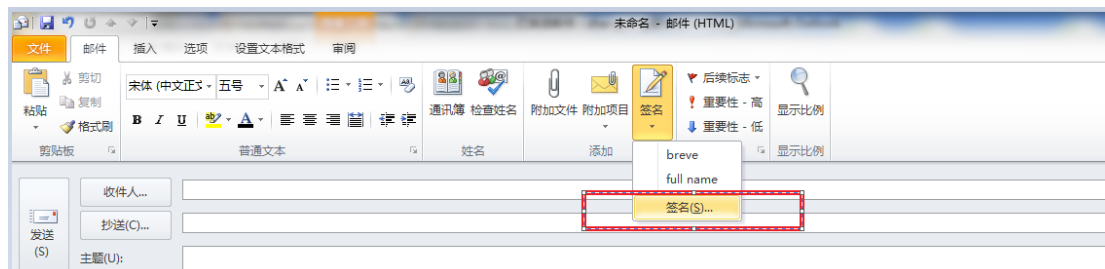


邮件签名模板设置指南

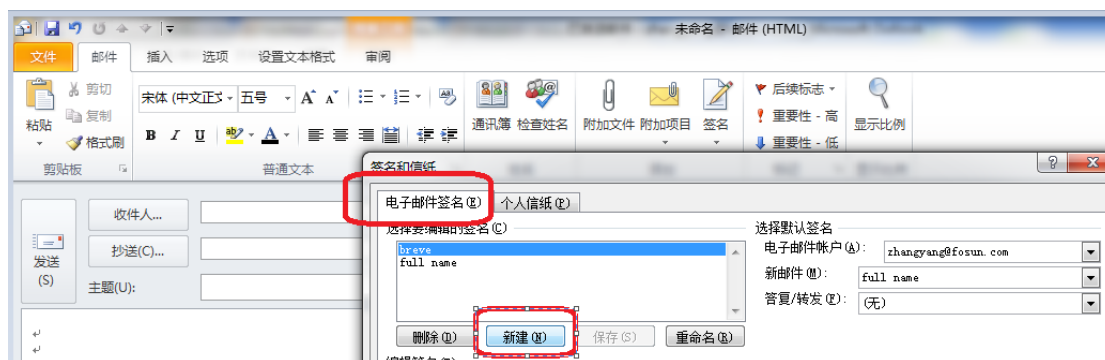
第一步:

Outlook---选择“签名”



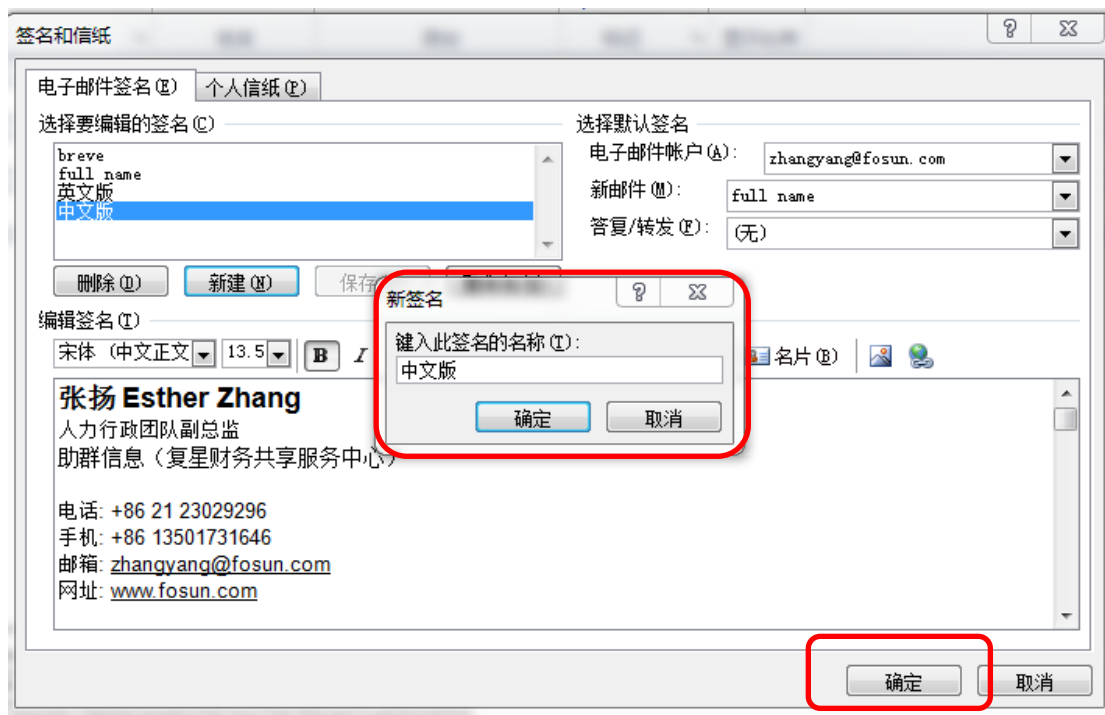
第二步:

如图选择“新建”



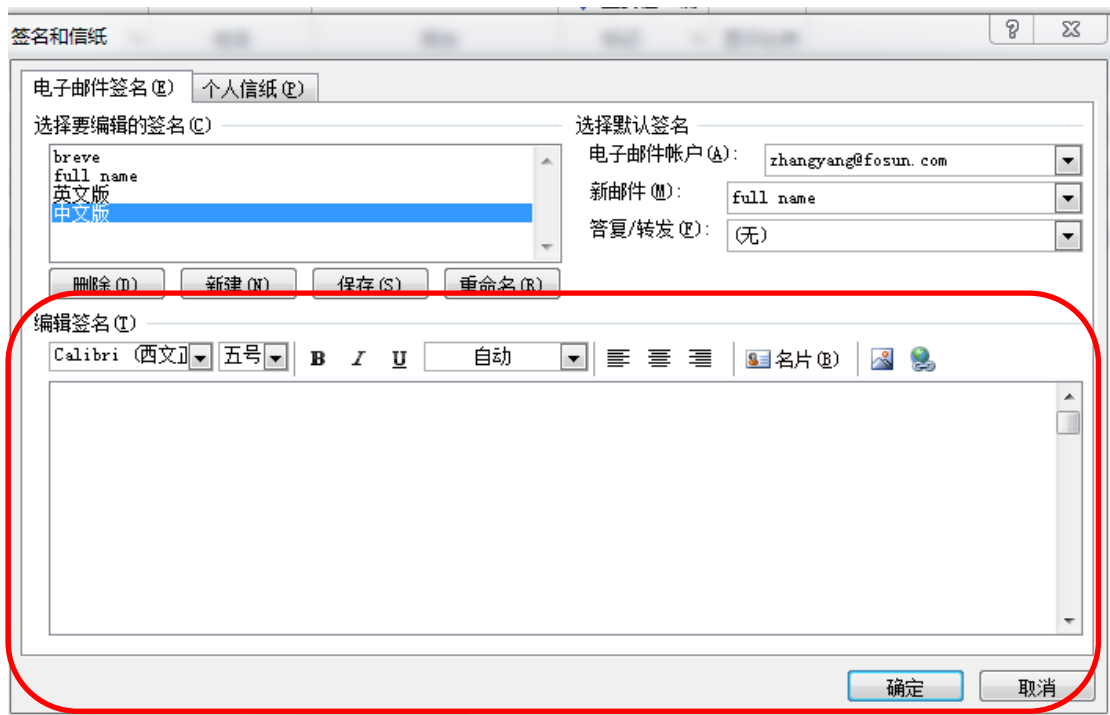
第三步:

如图自行命名“签名”的名称，按“确定”



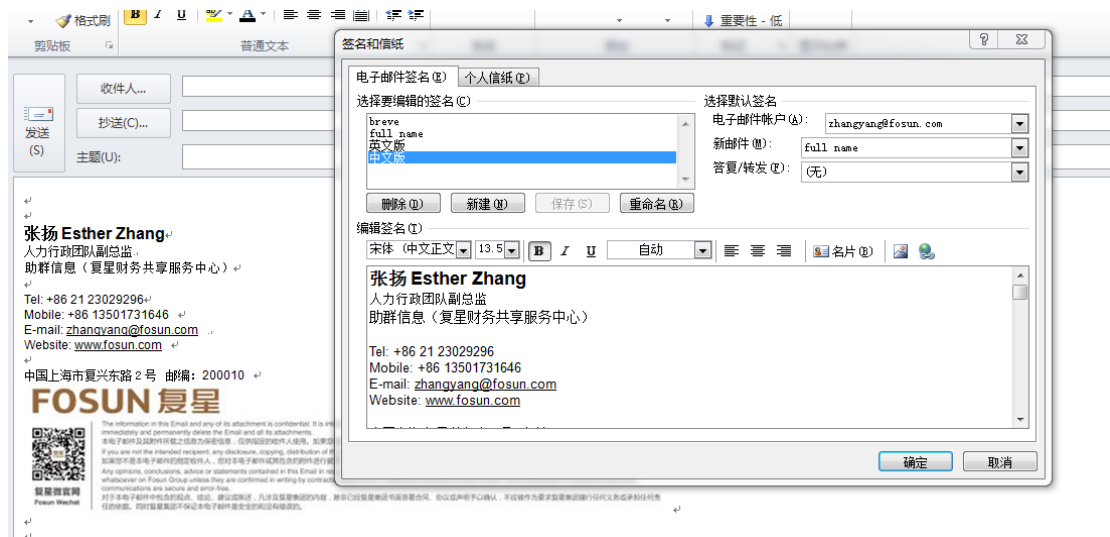
第四步：

在签名的编辑框中编辑内容，即签名的内容

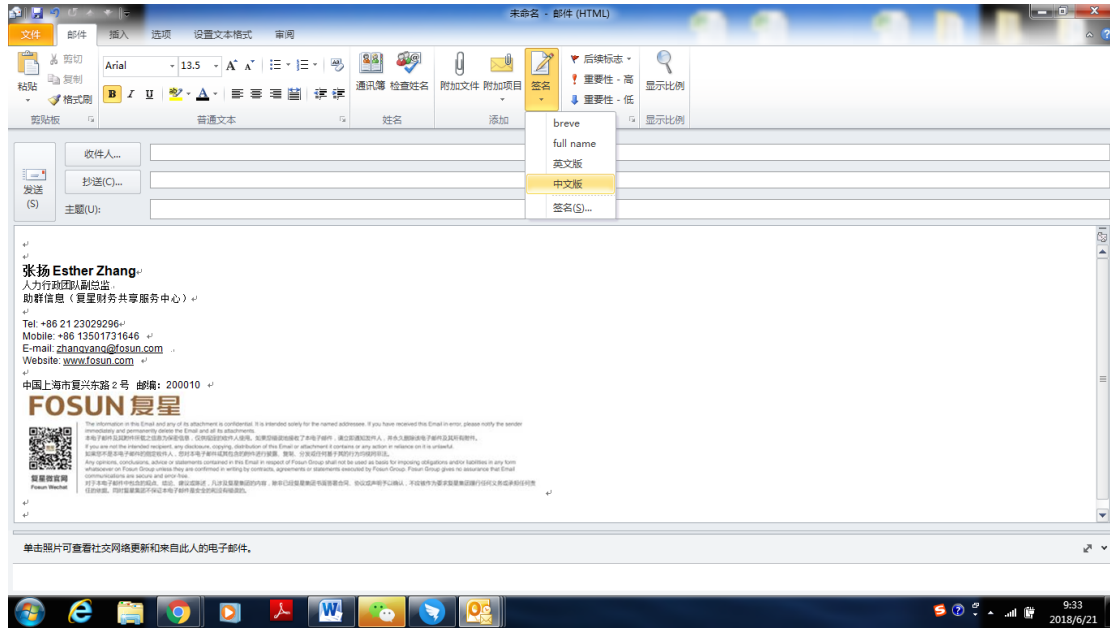


第五步：

签名内容模板如文末备注：文段+图片可直接拷贝至上述编辑框内，按照个人情况进行文段内容（姓名、岗位名称、个人信息修改），点击“确定”，即完成



第六步：发送邮件时，按需自行选择中/英模板



中文版签名模板内容:

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