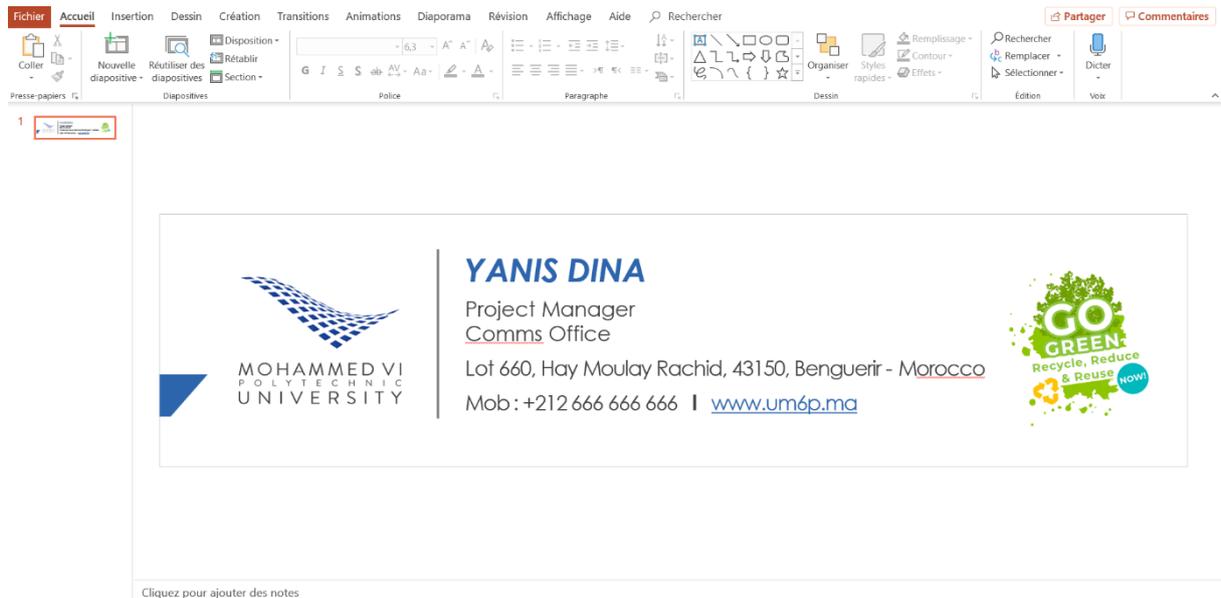


## How to update your signature?

This guide is going to help you a step by step to update your green signature.  
Download the PowerPoint in the email so you can start.

**Thank you for going GREEN!**

### 1. ADD YOUR PERSONAL INFO



The screenshot shows a PowerPoint slide with a signature block. The slide content is as follows:

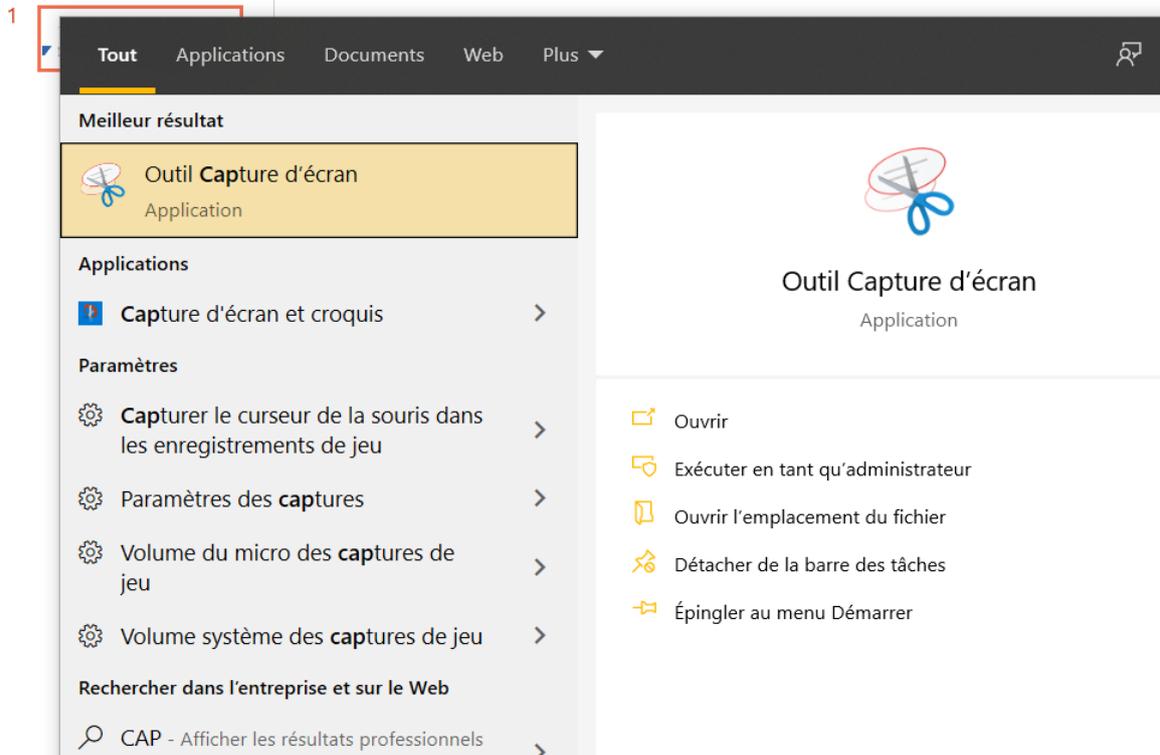
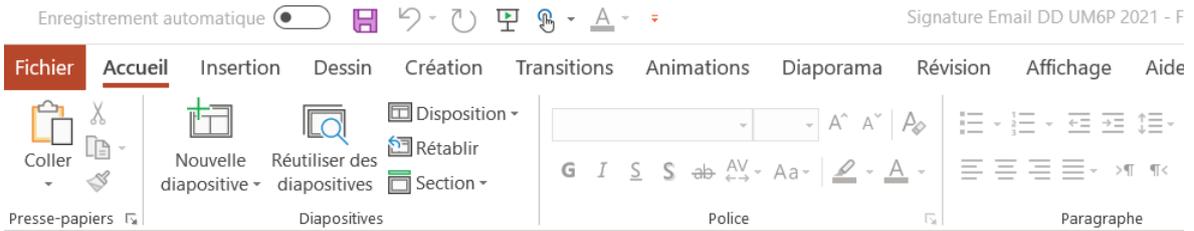
**MOHAMMED VI POLYTECHNIC UNIVERSITY**

**YANIS DINA**  
Project Manager  
Comms Office  
Lot 660, Hay Moulay Rachid, 43150, Benguerir - Morocco  
Mob : +212 666 666 666 | [www.um6p.ma](http://www.um6p.ma)

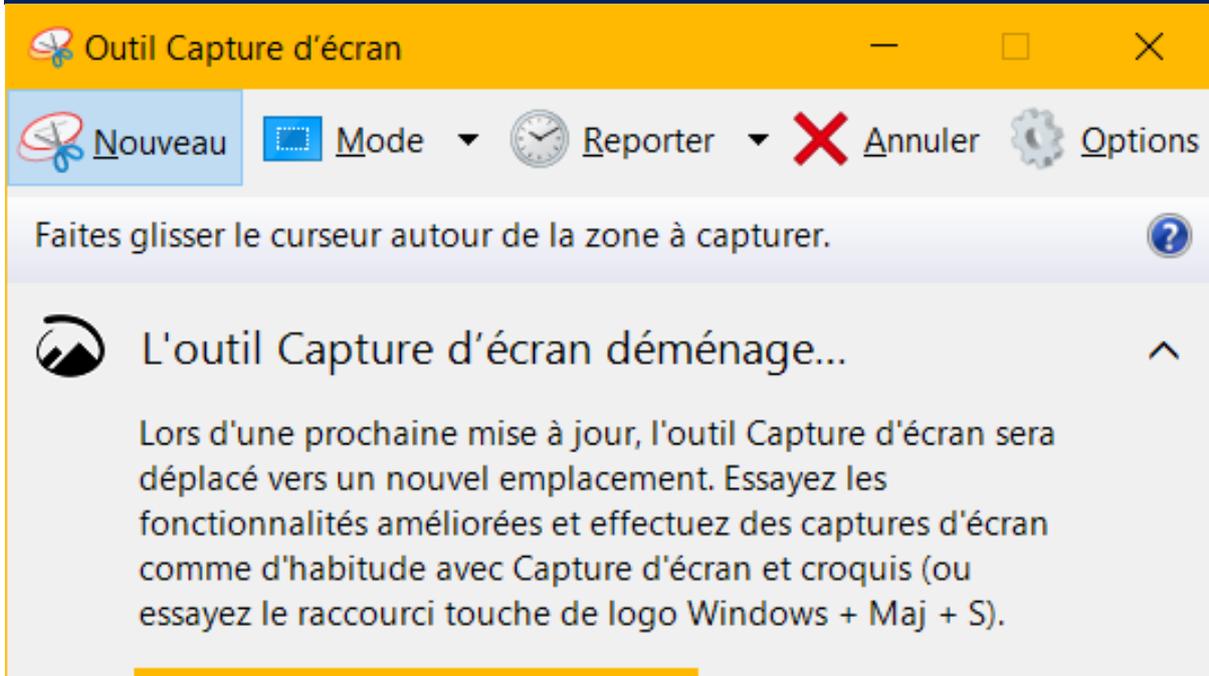
**GO GREEN**  
Recycle, Reduce & Reuse NOW

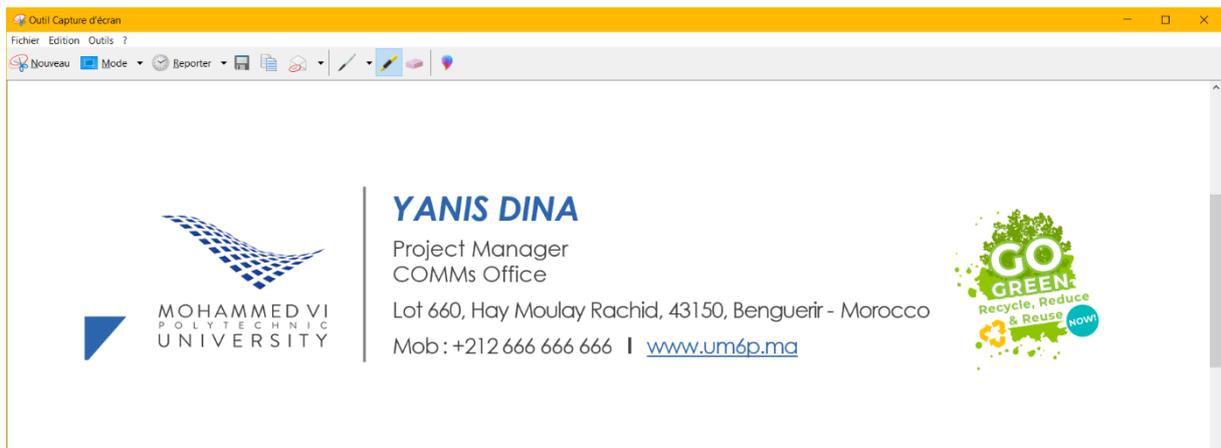
At the bottom of the slide, there is a text prompt: "Cliquez pour ajouter des notes".

## 2. SEARCH FOR AND CLICK ON THE SCREENSHOT TOOL

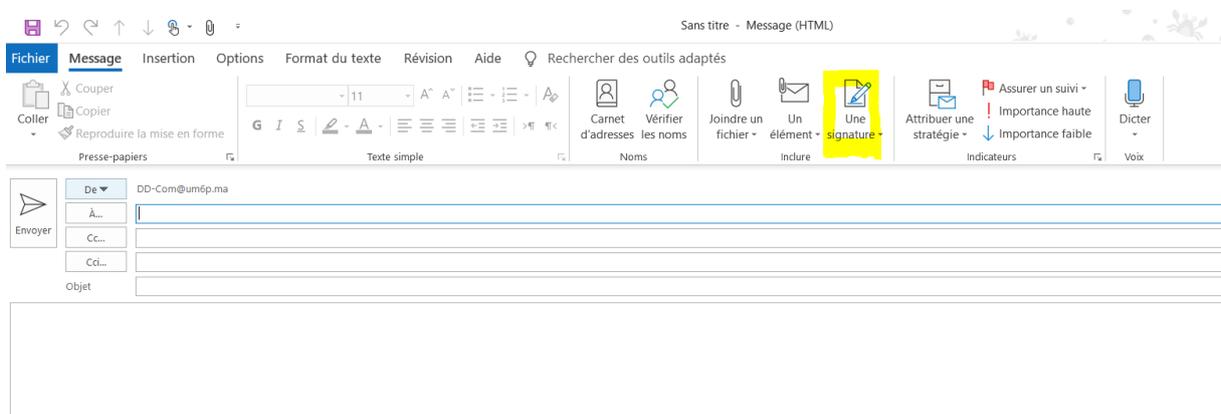


## 3. TAKE A SCREENSHOT





**4. GO TO OUTLOOK AND SEARCH FOR "SIGNATURE" or you can find it**



**5. CLICK ON SIGNATURE AT THE BOTTOM**



## 6. YOU CLICK ON “ NOUVEAU “ AND NAME IT

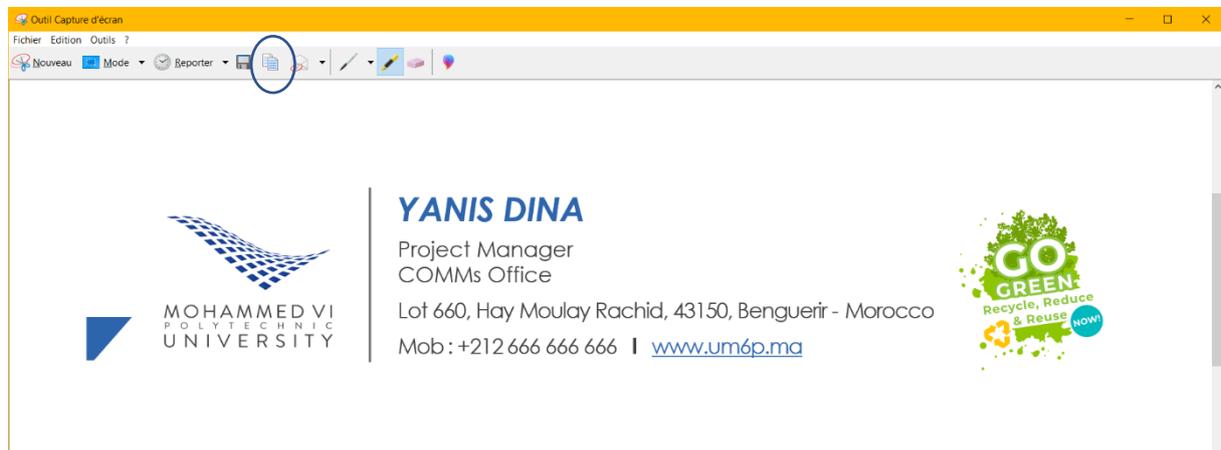
TEST  
TEST 2

Nouveaux Réponses/

Supprimer Nouveau Enregistrer Renommer

Modifier la signature

## 7. GO BACK TO YOUR SCREENSHOT AND CLICK ON “ COPY/COPIER ”



## 8. GO BACK TO YOUR OUTLOOK SIGNATURE AND PASTE IT (YOU CAN USE CTRL+V)

Signatures et thème

Signature électronique | Thème personnel

Sélectionner la signature à modifier

- TEST
- TEST 2

Supprimer Nouveau Enregistrer Renommer

Choisir une signature par défaut

Compte de courrier: [redacted]

Nouveaux messages: [redacted]

Réponses/transferts: [redacted]

Modifier la signature

Calibri (Corps) 11 G I S Automatique Carte de visite

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OK Annuler

## 9. SAVE IT – CLICK ON 'ENREGISTRER'

Signatures et thème

Signature électronique | Thème personnel

Sélectionner la signature à modifier

- TEST
- TEST 2

Supprimer Nouveau Enregistrer Renommer

Choisir une signature par défaut

Compte de courrier: [redacted]

Nouveaux messages: [redacted]

Réponses/transferts: [redacted]

Modifier la signature

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OK Annuler

