These are instructions for Outlook 2010: Creating a Signature Block In Outlook

Click on FILE – OPTIONS and look for Signatures on right hand side – CLICK on that and a new window should appear.



Click on NEW button and enter the following information as the prompts indicate:

Your Name Registered Representative (title) Polar Investment Counsel Inc Your Phone Number (10 pt font) \* Your Fax Number [fax] Website address Sharefile Link (instructions are in a separate document)

The ShareFIIe link is something that you will have to add after you establish the signature block. Those instructions are on a separate document and there is a contact number for someone at ShareFile to help you if you get stuck.

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When you have complete the above, including install ShareFile, send an email to <a href="mailto:sabbott@polarinvest1.com">sabbott@polarinvest1.com</a> with a short note stating you have established your required signature block.