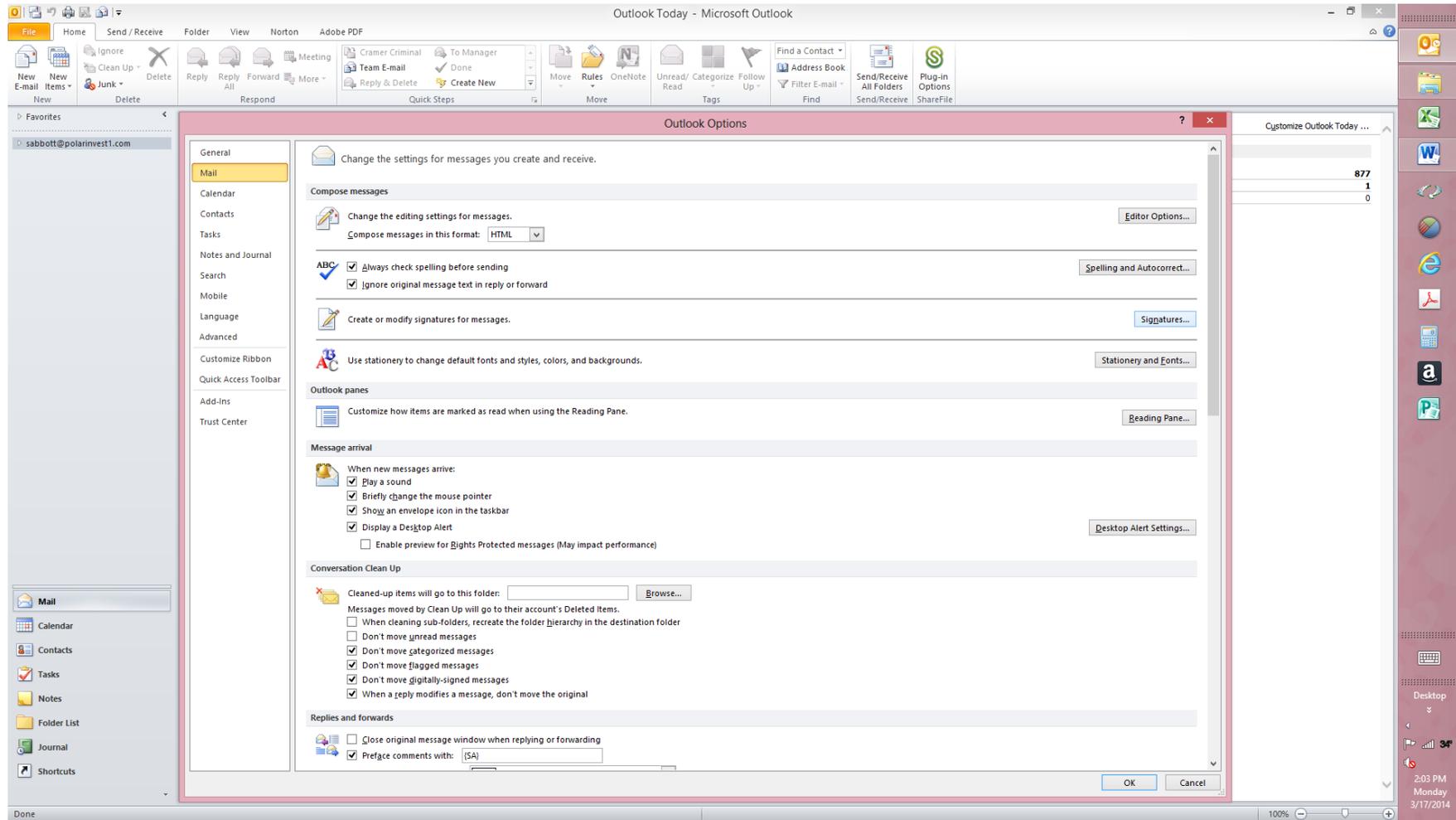


These are instructions for Outlook 2010: Creating a Signature Block In Outlook

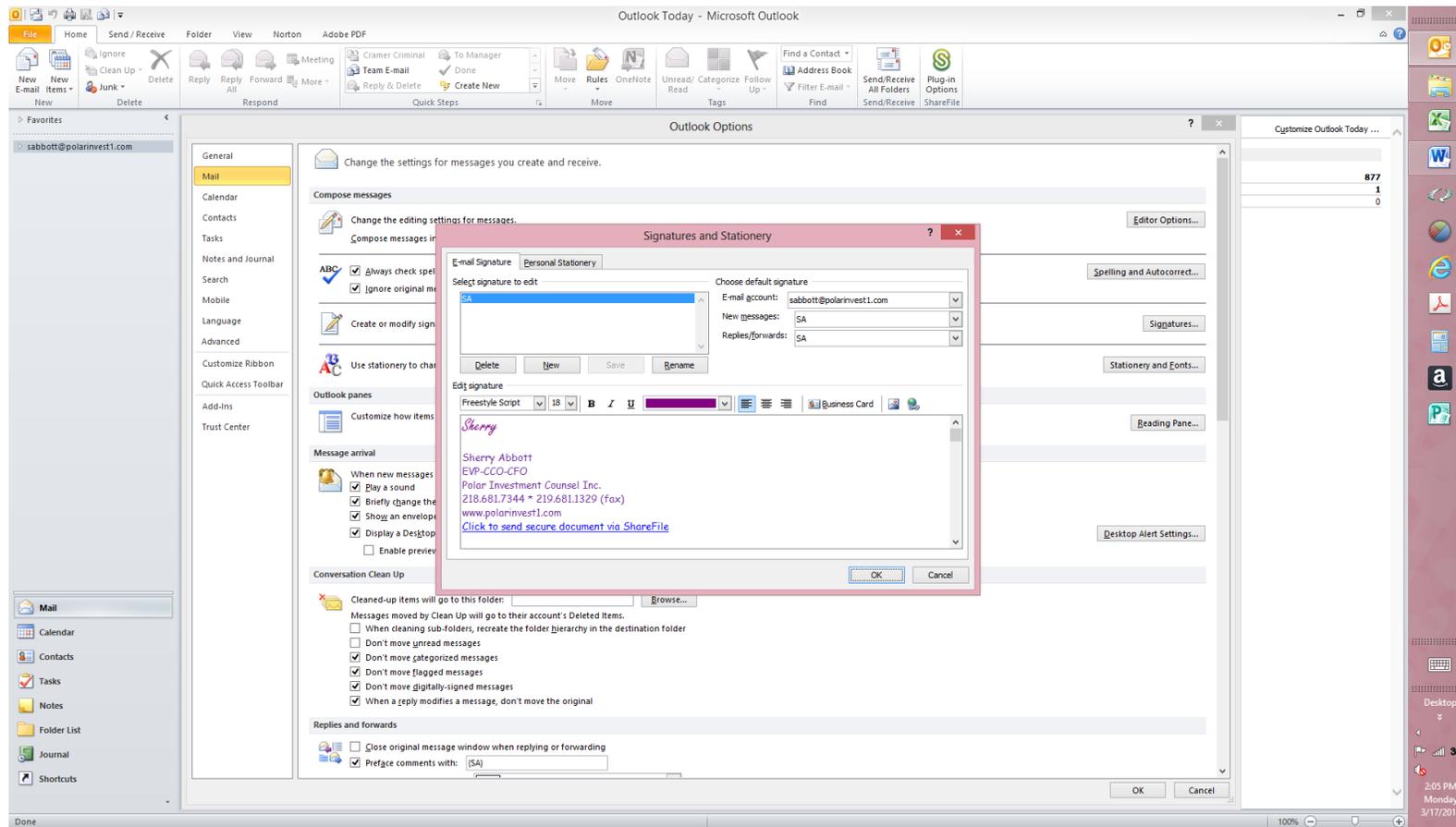
Click on FILE – OPTIONS and look for Signatures on right hand side – CLICK on that and a new window should appear.



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 ShareFile 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.



When you have complete the above, including install ShareFile, send an email to sabbott@polarinvest1.com with a short note stating you have established your required signature block.