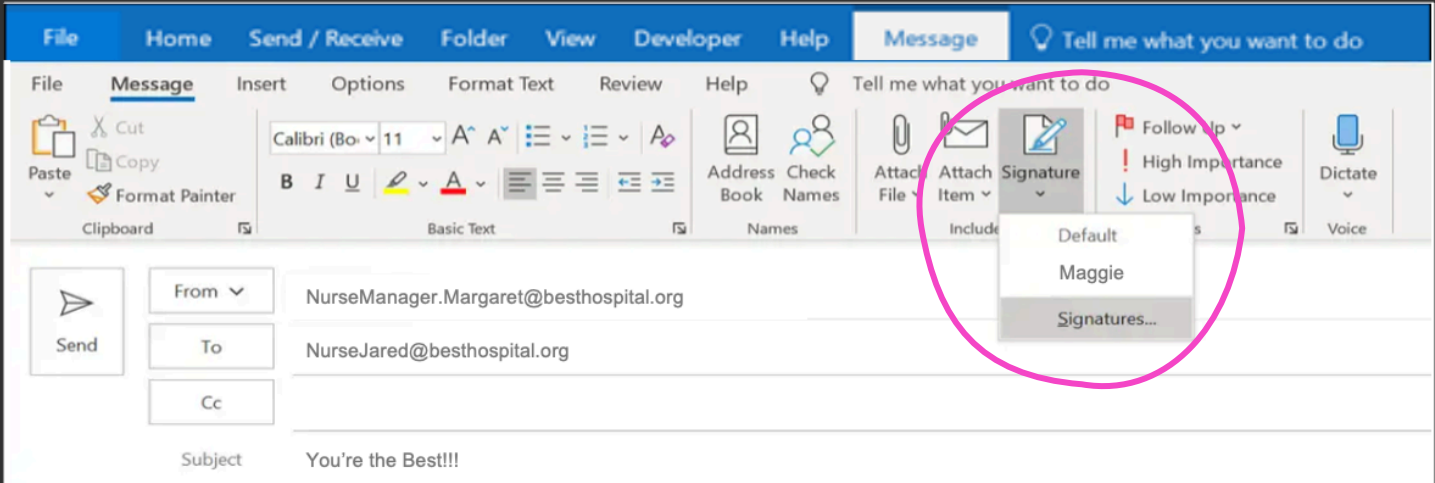


# Insert your signature to a message after creating in Laudio

1. In your email message, on the **Message** tab, select **Signature**.
2. Choose your saved signature from the dropdown menu that appears.




The screenshot shows the Microsoft Outlook interface. The 'Message' tab is active, and the 'Signature' dropdown menu is open, showing options: 'Default', 'Maggie', and 'Signatures...'. The email content is as follows:

From: NurseManager.Margaret@besthospital.org  
To: NurseJared@besthospital.org  
Subject: You're the Best!!!

How are you Jared?

I just saw in the time and attendance records that you picked up an extra shift in the past month. I just wanted to share a note to say I noticed and I'm thankful for everything you do for our patients and all of us.



Margaret