## squalio

## Kaip susikurti parašą, naudojantis Outlook 2016

1. Meniu juostoje pasirinkite parinktį New email;

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2. Meniu juostoje pasirinkite parinktį Signature->Signatures...

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3. Norėdami sukurti naują parašą pasirinkite parinktį **New** ir įveskite kuriamo parašo pavadinimą;

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4. Teksto laukelyje pavadinimu **Edit signature** įveskite savo parašą ir pasirinkite parinktį **Save** 

Norėdami, kad parašas automatiškai užsidėtų rašant naują laišką, pasirinkite jį dešinėje pusėje, ties nustatymu **New messages:** 

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