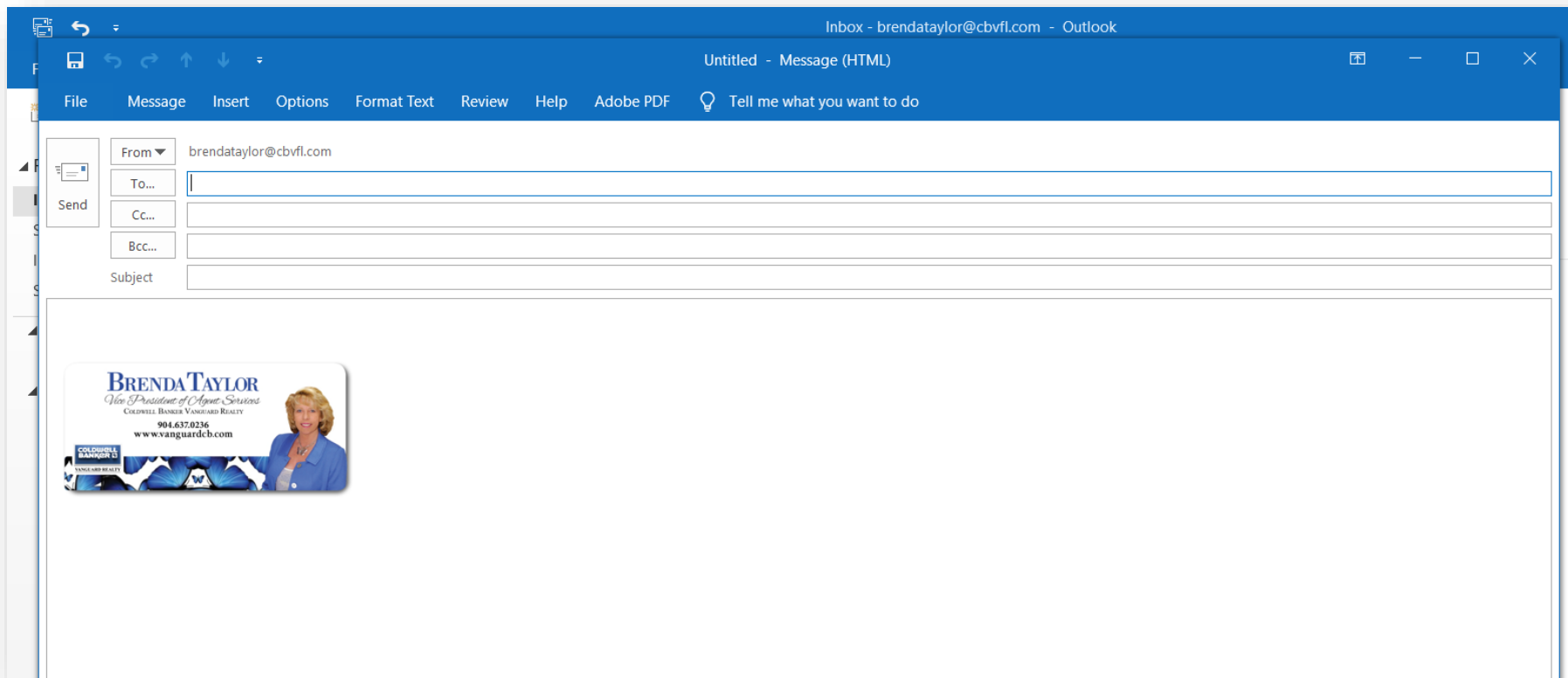




Step By Step instructions for updating your Esignature in Outlook

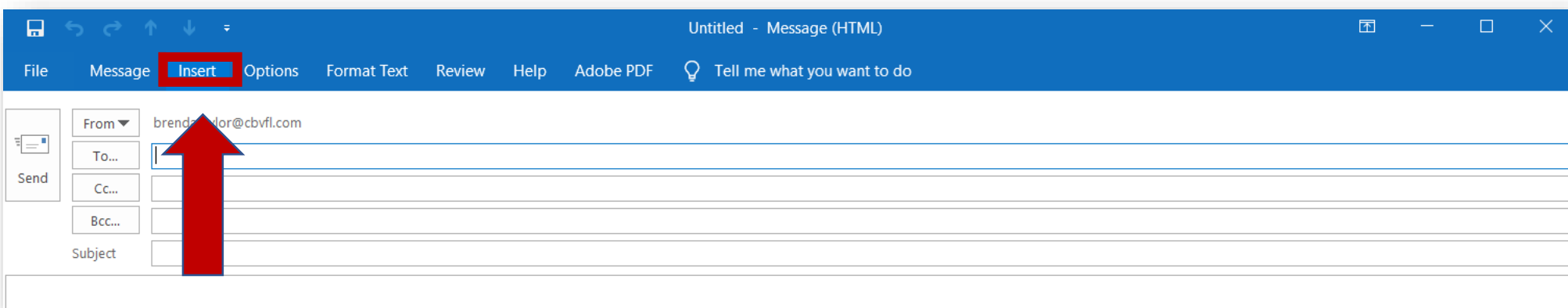
*Locate image you plan to use in your signature first. Save to your desktop for easy access

1



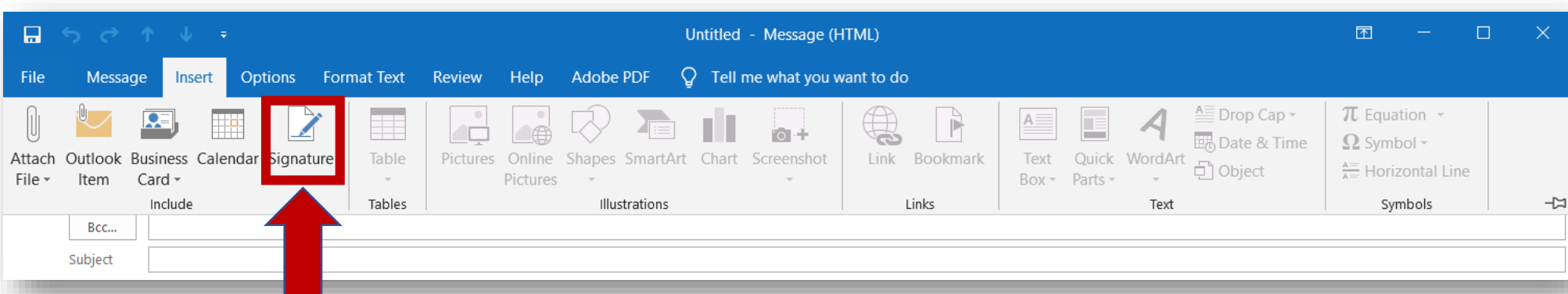
Generate a new email

2



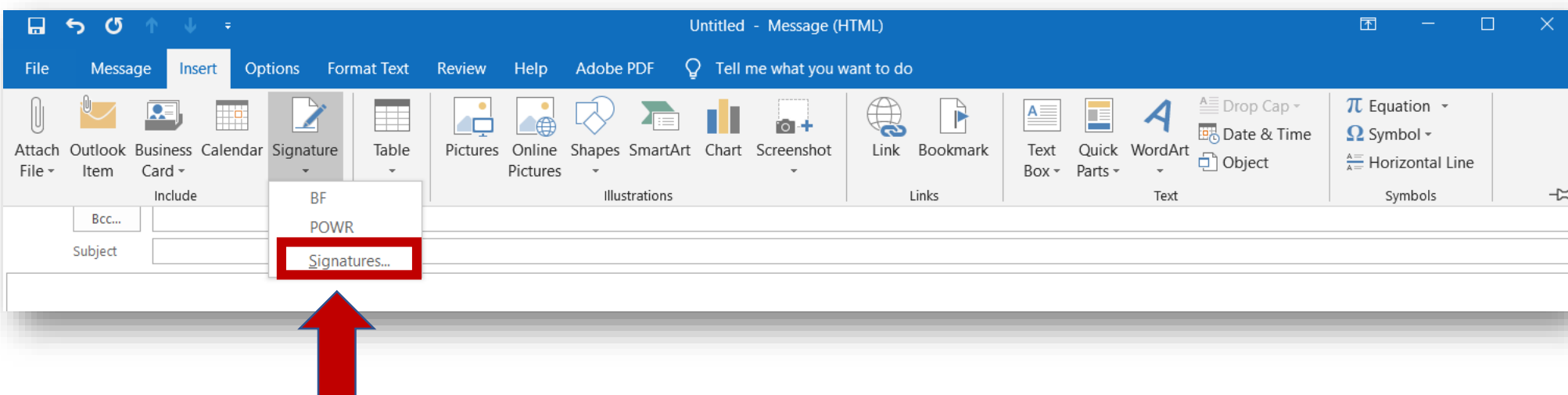
Locate the Insert tab

3



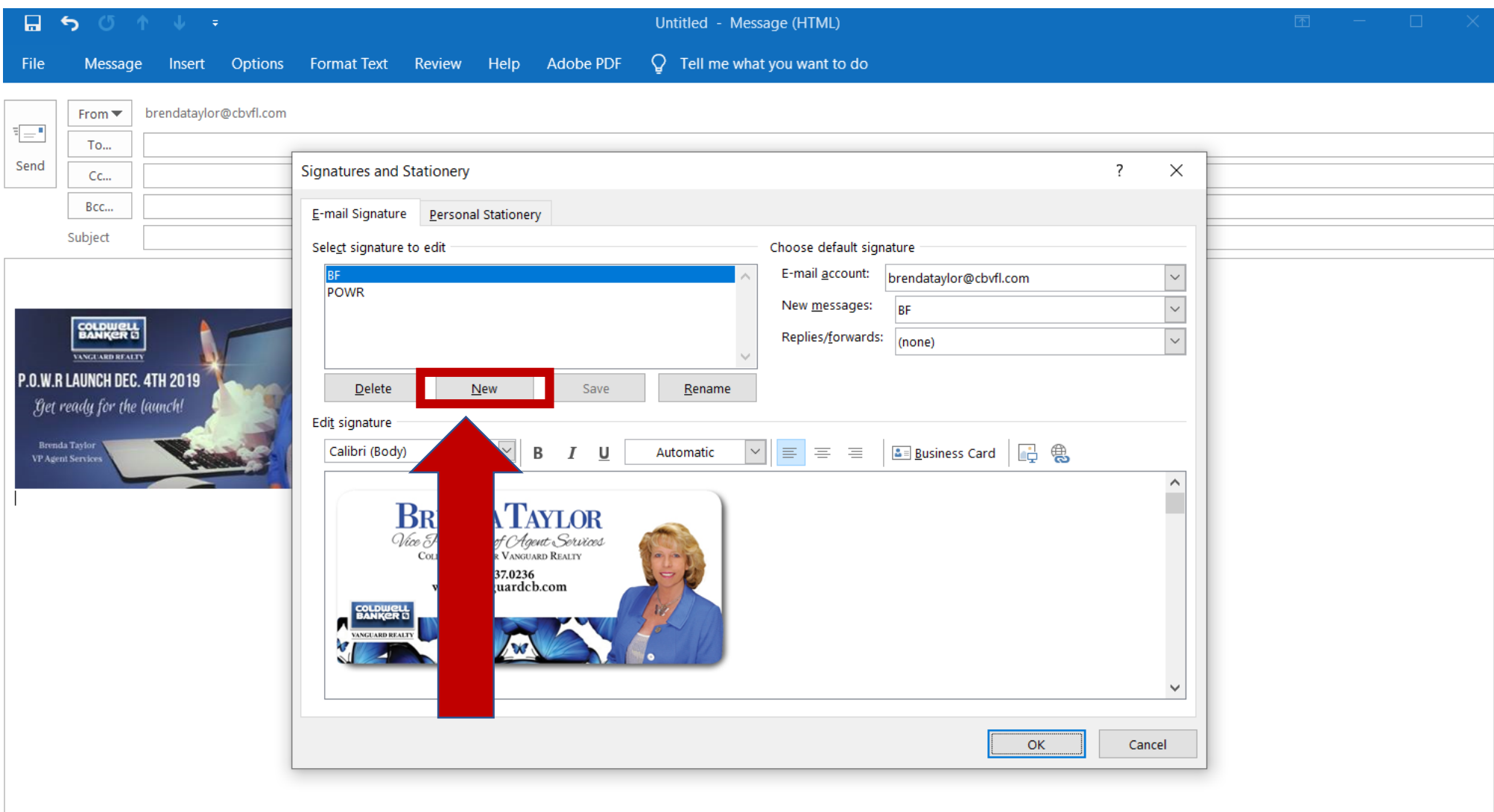
Click on Signature dropdown

4



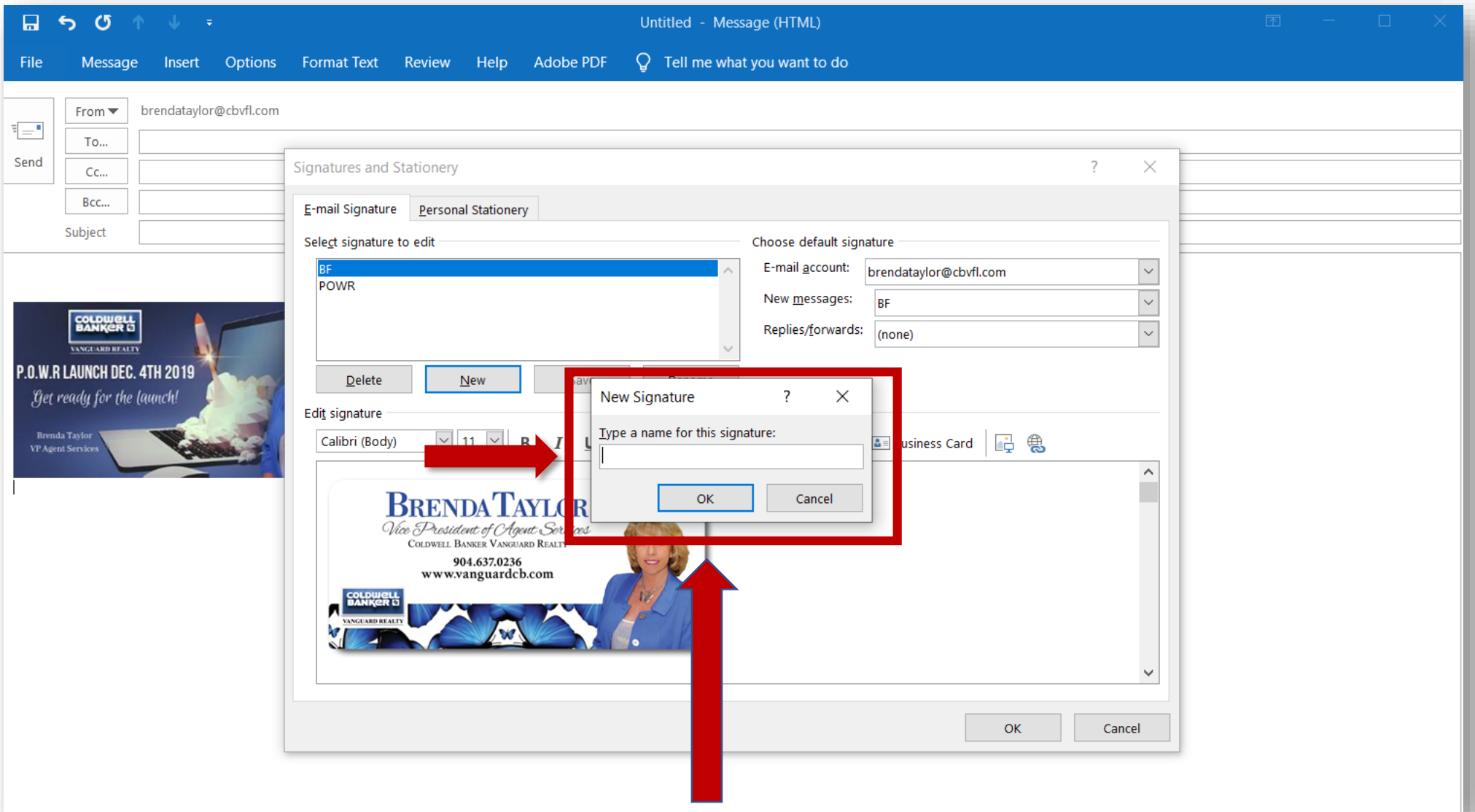
Click on Signatures

5



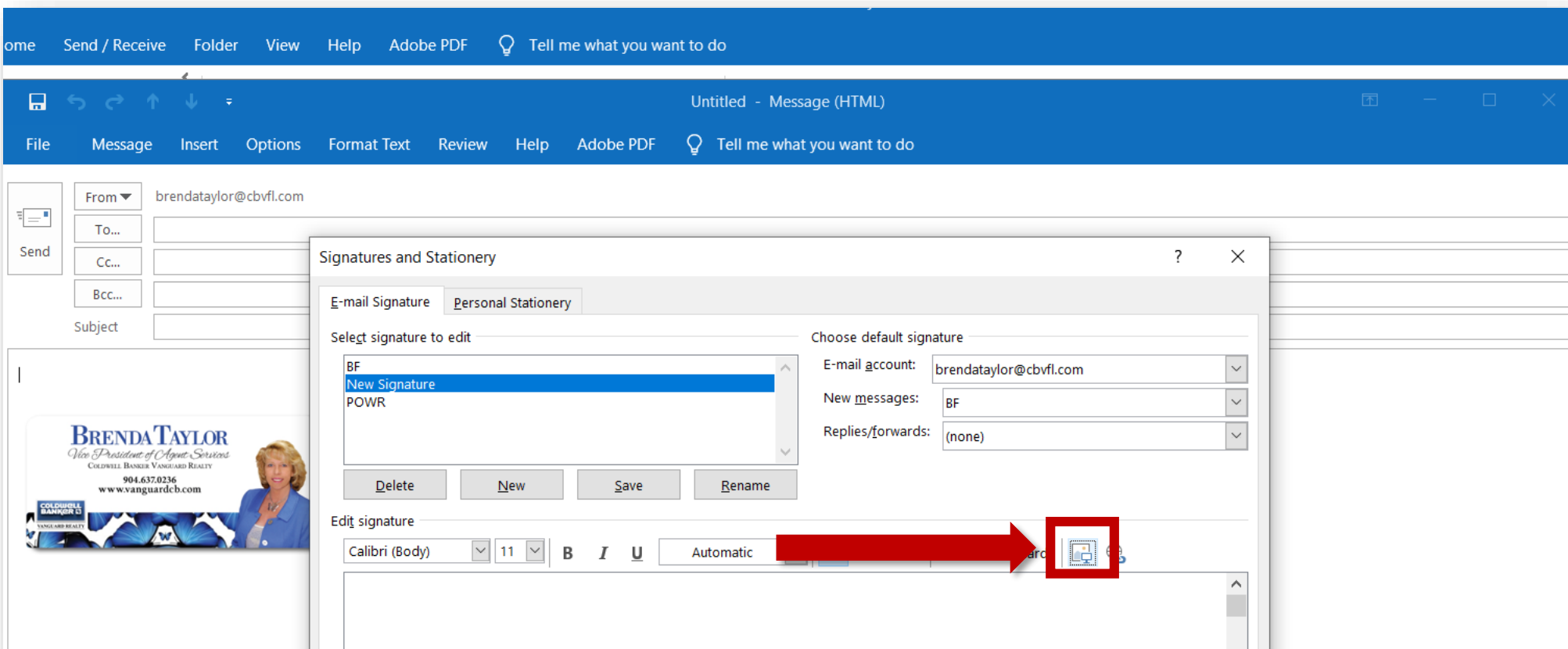
Click on NEW

6



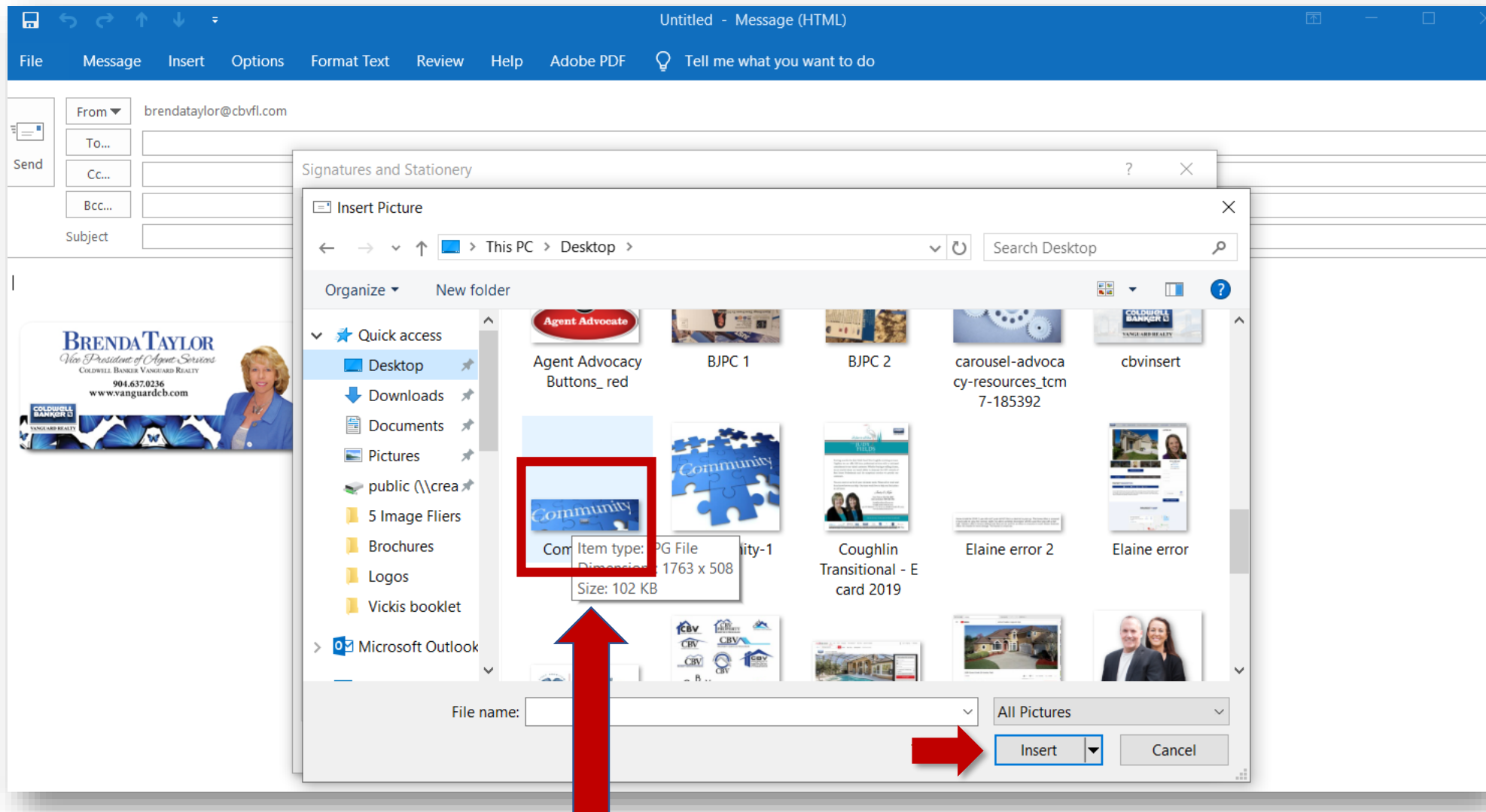
Name your signature then hit OK

7



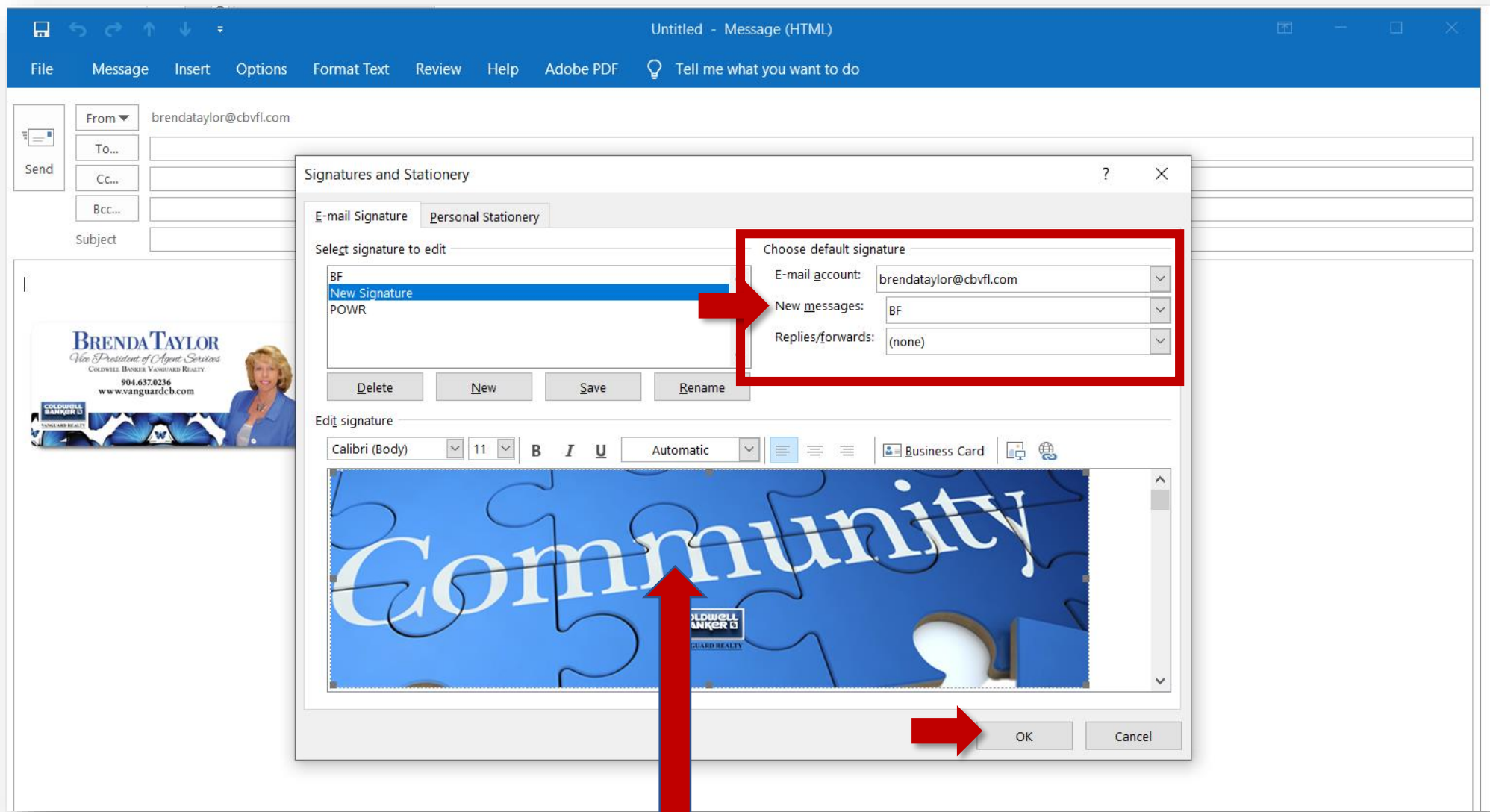
Click the computer Icon to locate your image

8



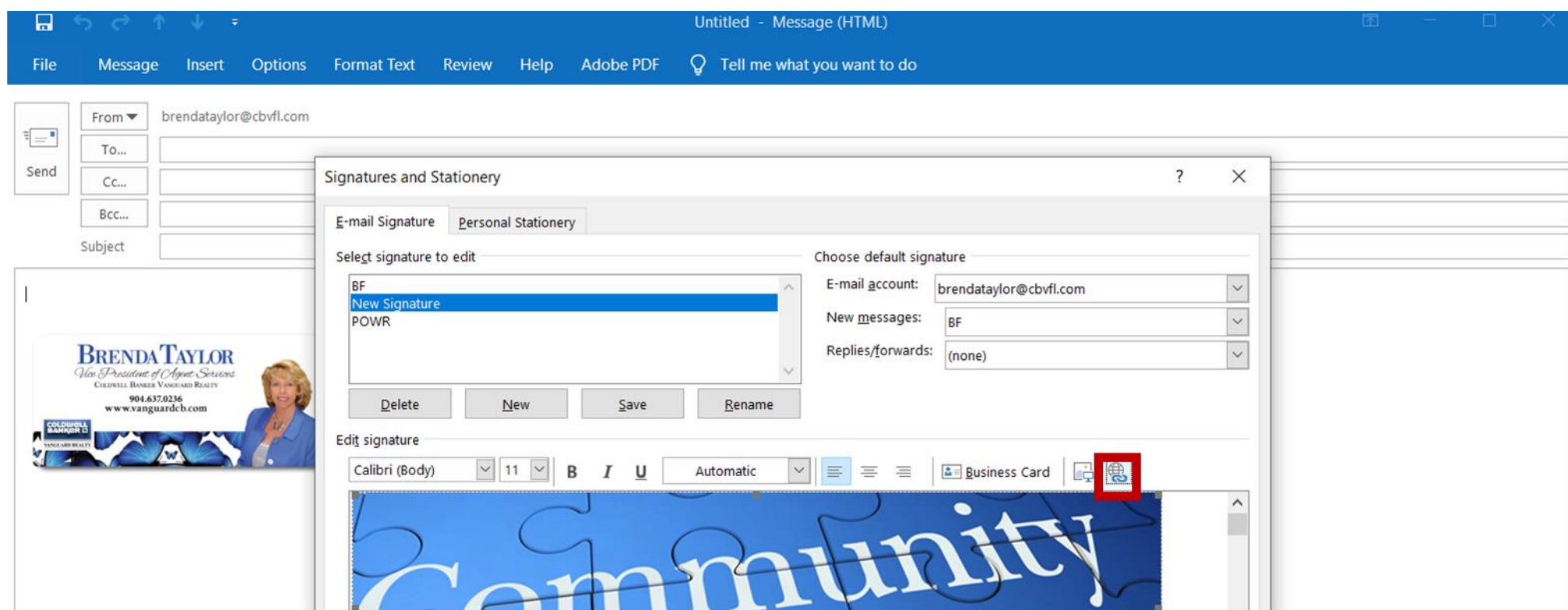
Locate image and double click to insert

9

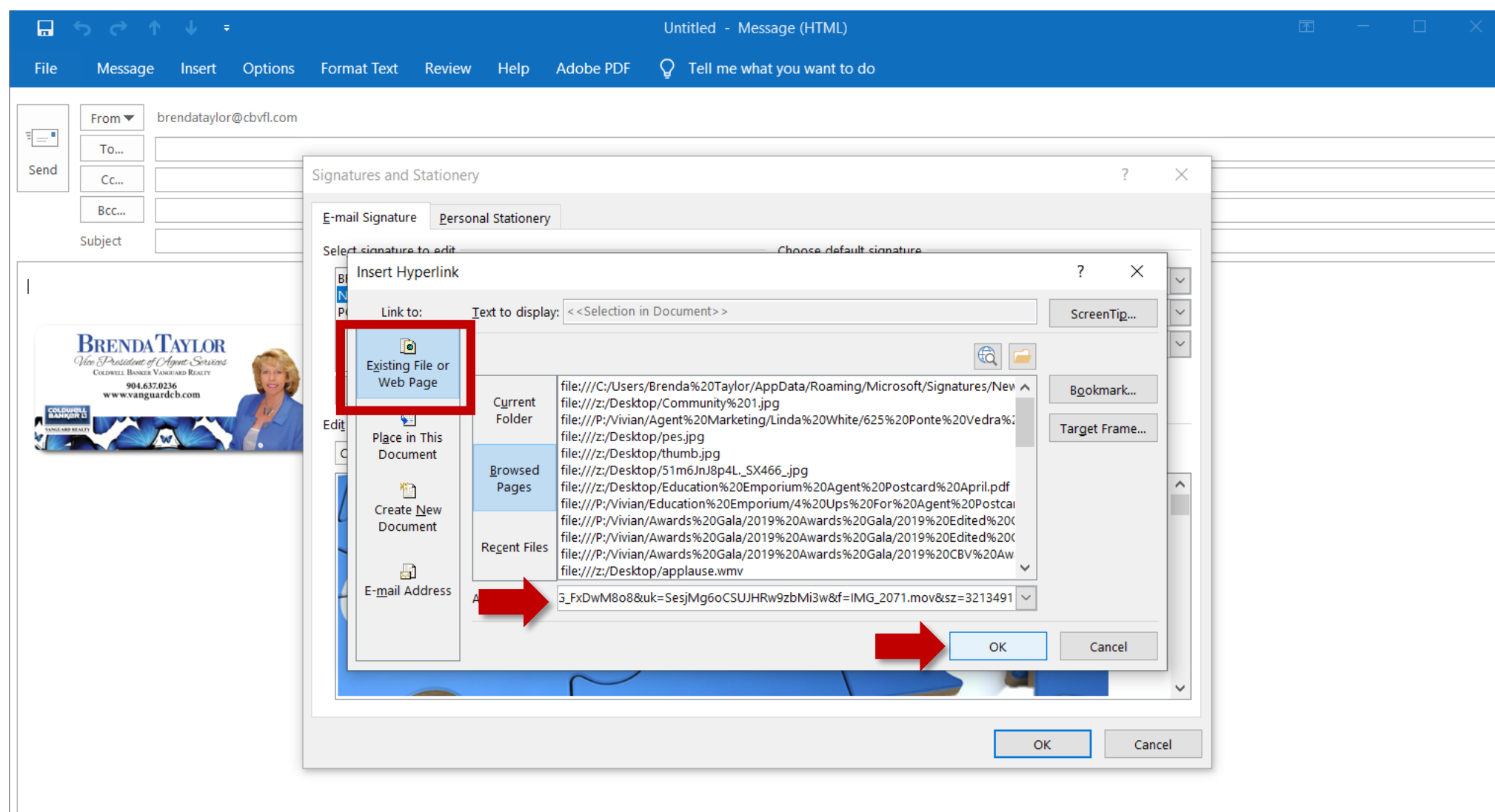


Add signature name to the new messages box and hit OK

Adding a Hyperlink to your Esignature



To add a hyperlink to your image click on your image first then locate the WWW link icon. Click



Click on the image. Click on existing file or web page. Add the entire URL of the website you would like to link to and then hit OK. Your image is now linked to the website of your choice. Congratulations!