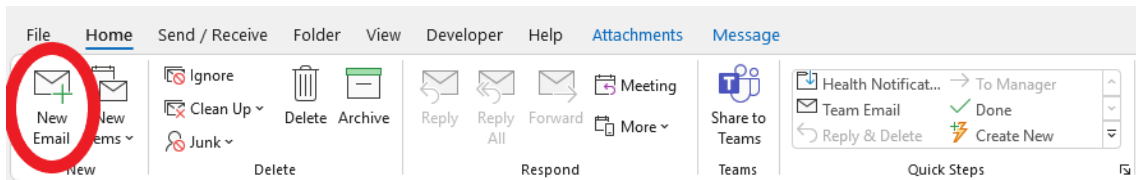


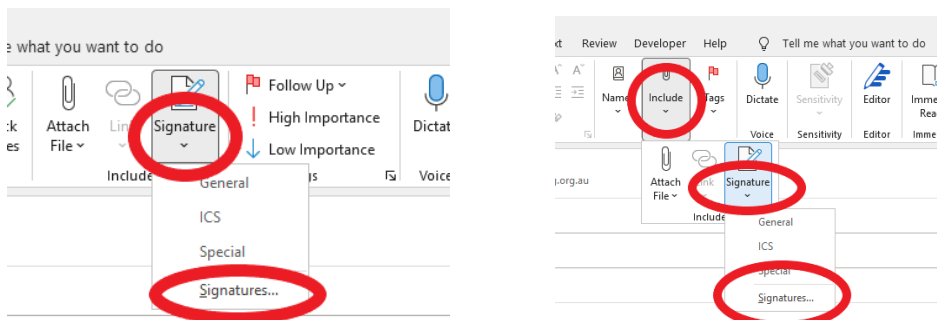
Adding a logo or image to your signature in Outlook

If you have a company logo or an image to add to your signature, use the following steps.

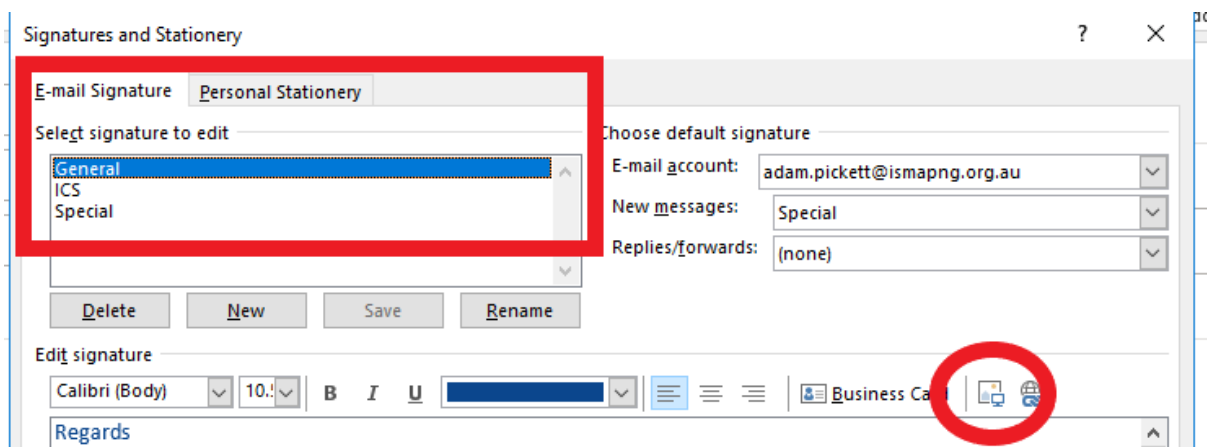
1. Save the logo to your Desktop or in your Pictures folder so you can access it later.
2. Open a new message in Outlook via the **New Email** icon



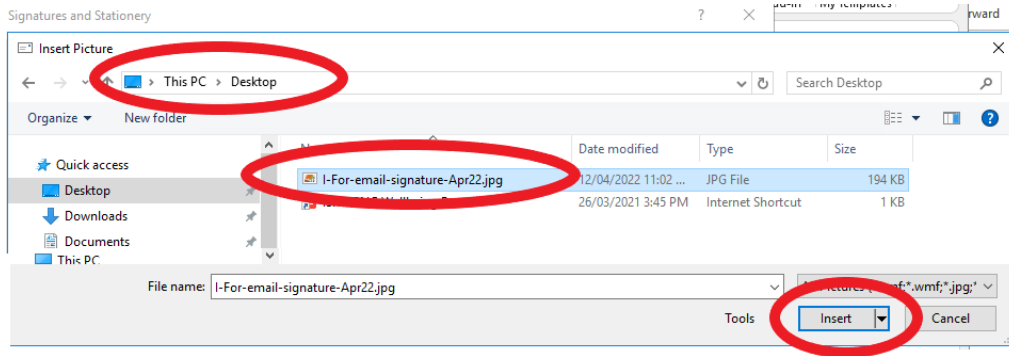
3. Depending on the size of the email window – click on **Signature -> Signatures..** OR **Include -> Signature -> Signatures...**



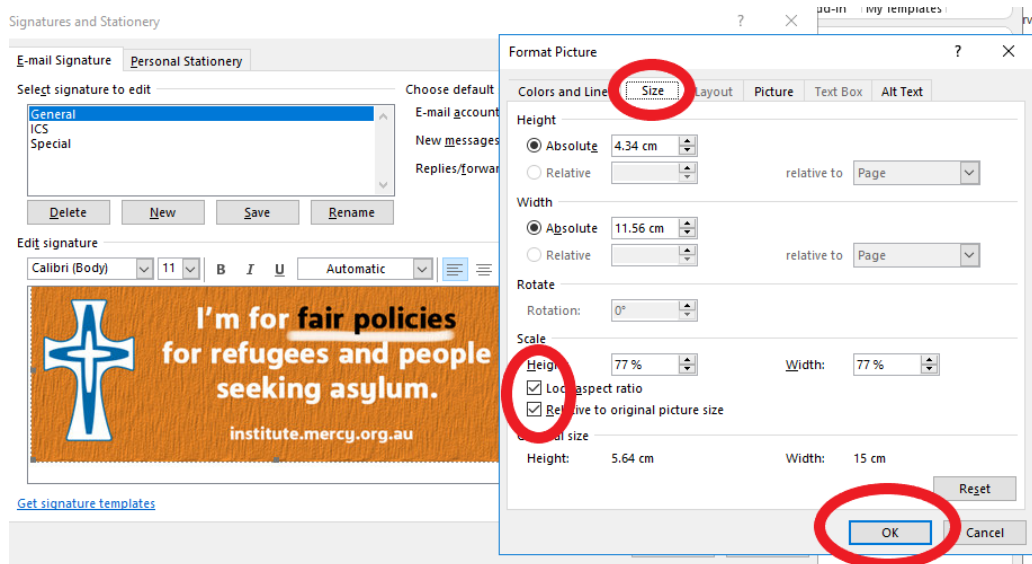
4. In the **Select signature to edit** box, choose the signature you want to add a logo or image to, then select the **Insert an image from your device** icon



5. Locate your image file from where you previously saved it, and select Insert.



6. To resize your image, right-click the image, then choose **Picture**. Select the **Size** tab and use the options to resize your image. To keep the image proportions, make sure to keep the Lock aspect ratio checkbox checked.



7. When you're done, select OK, then select OK again to save the changes to your signature.