

## **Adding images to your email signature**

1. Download the image for your new email signature and save it in your folders on your PC.
2. Open a new email in Outlook.
3. Click on 'Signature' dropdown in the ribbon across the top.
4. Click on 'Signatures' from the options available. This will open the Signature and Stationary pop up box.
5. Select the signature you wish to add the image to from the list available in the top left corner. You'll see the full signature available in the box in the Edit Signature section in the bottom half of the pop up box.
6. Click at the bottom of the signature where you would like the image to be placed.
7. Click on the second last option in the Edit Signature section. This will allow you to import an image to your signature direct from your PC.
8. Find the image in your File Finder and click insert. You can resize the image at the stage making it larger or smaller to suit your own preference.
9. Click 'Save'. Once you have finished editing be sure to click Save to save the changes to your signature. When you start your next email your new signature should be added in automatically.