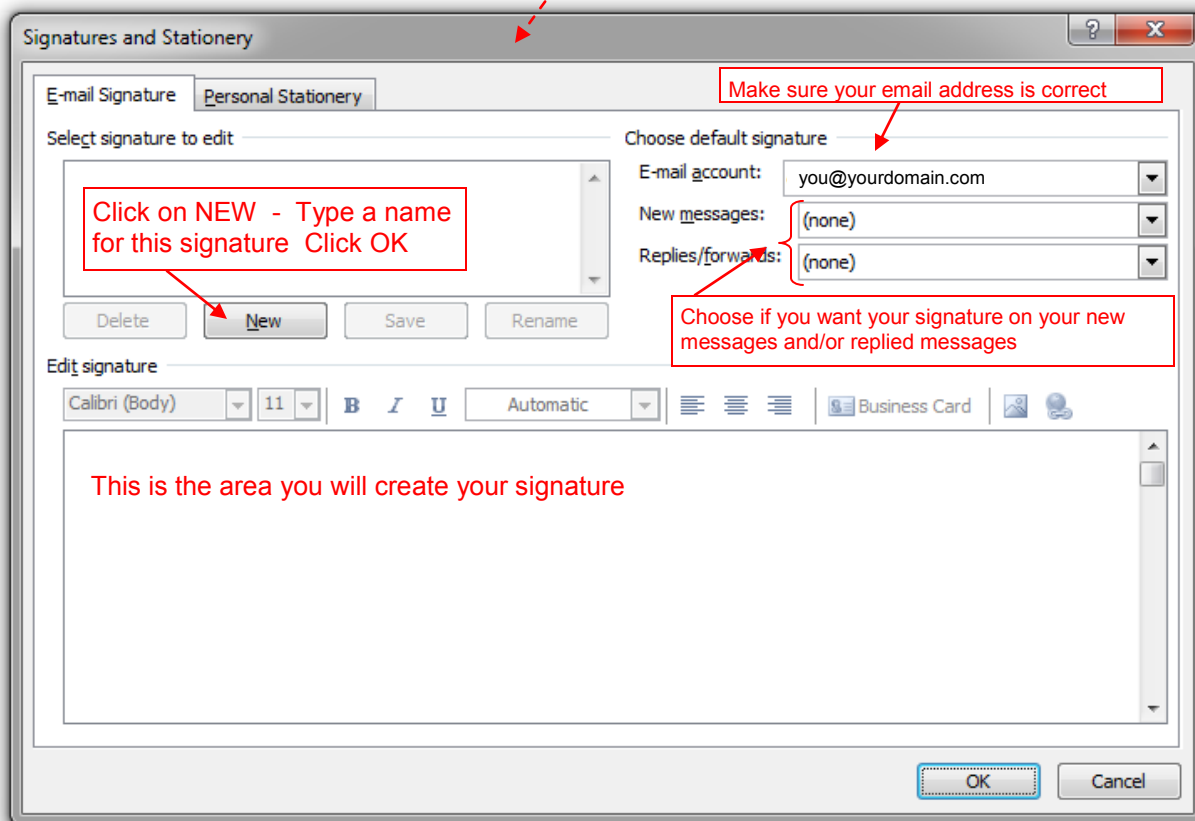
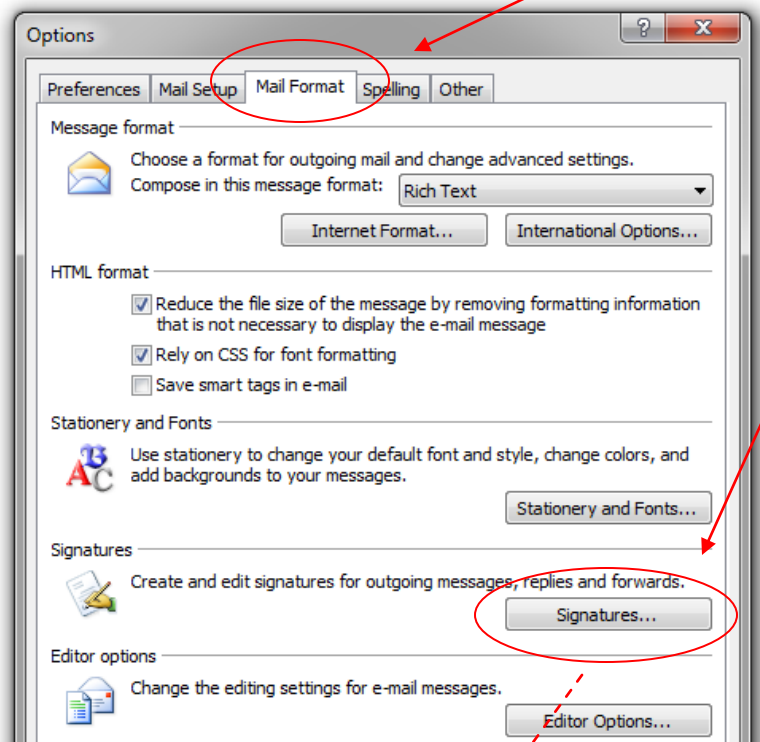
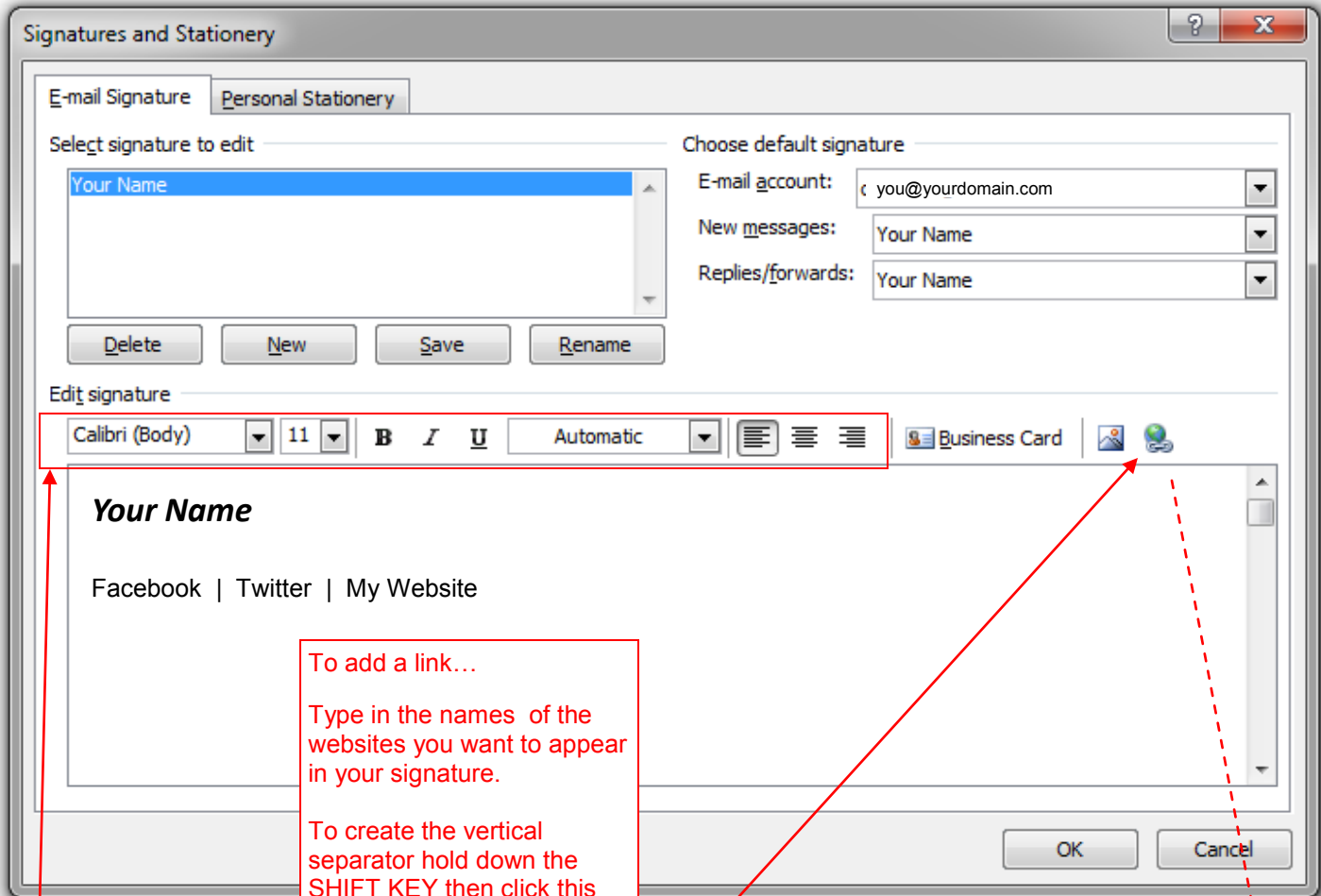


## To customize your OUTLOOK signature

Open Outlook ... then go to TOOLS > OPTIONS - click on the MAIL FORMAT tab ... then SIGNATURES



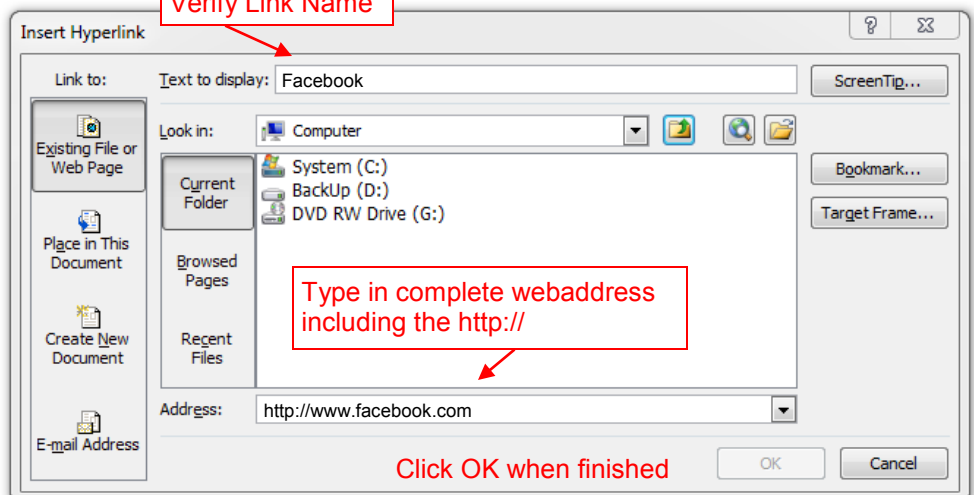
### To add your name and links...



To adjust font type, size, format, font color and justification

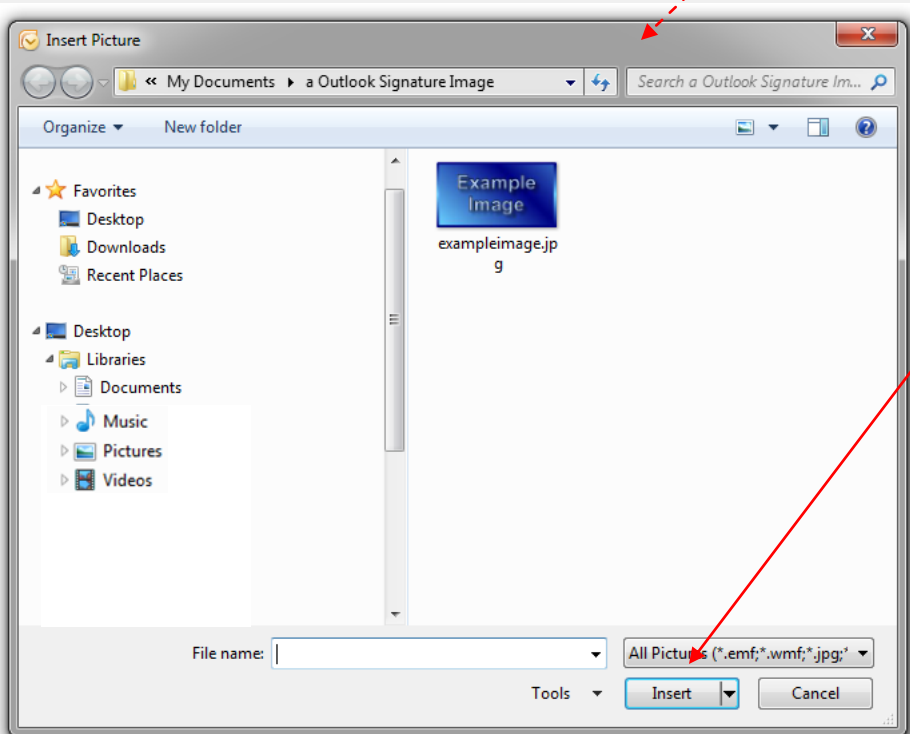
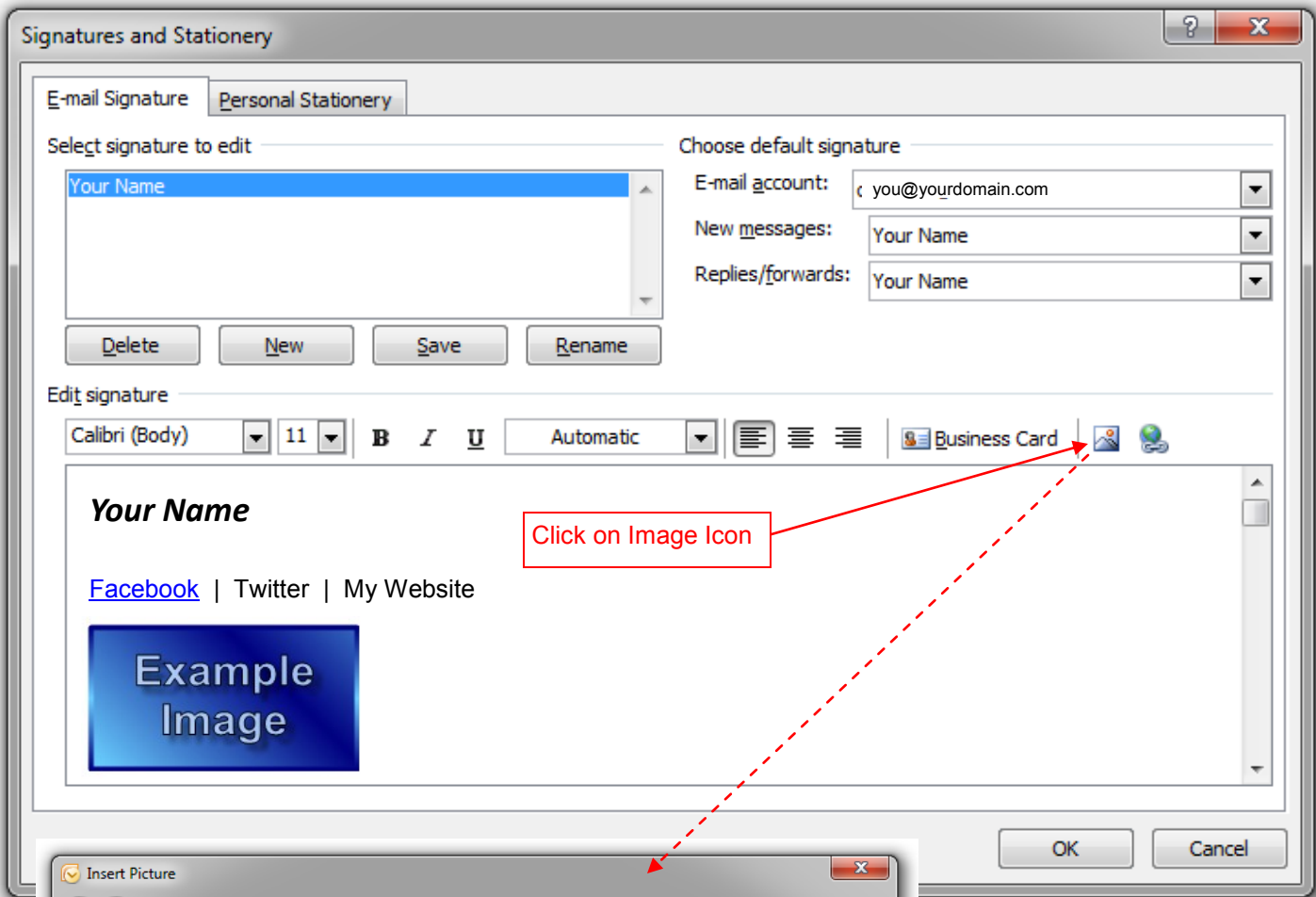
To add a link...  
Type in the names of the websites you want to appear in your signature.  
To create the vertical separator hold down the SHIFT KEY then click this key  
To create the live link highlight NAME you want to link to ...eg: Facebook  
Click on the link icon

Verify Link Name



Click OK when finished

To add an image...



Browse to folder on your harddrive where your image is stored.

Choose image and Click INSERT

We recommend to be careful of the actual dimensions of the image the file size of the image.

Save all your changes and your signature should now appear on your outgoing emails!