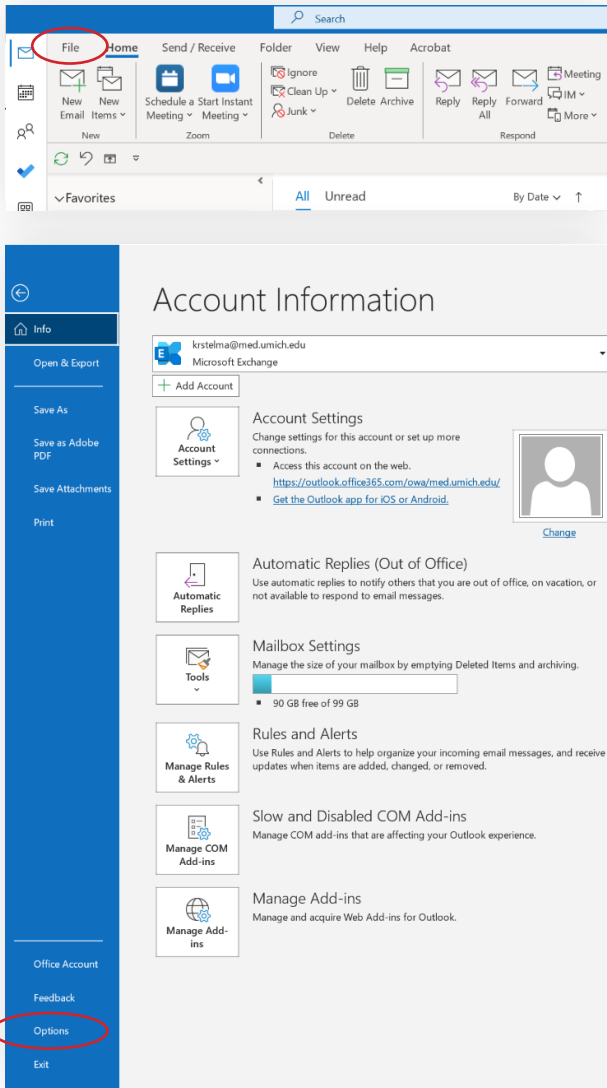
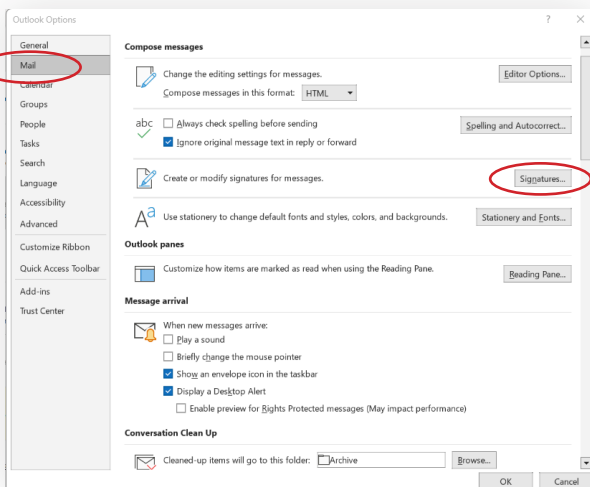


SETTING YOUR OUTLOOK EMAIL SIGNATURE WITH GRAPHIC (PC)

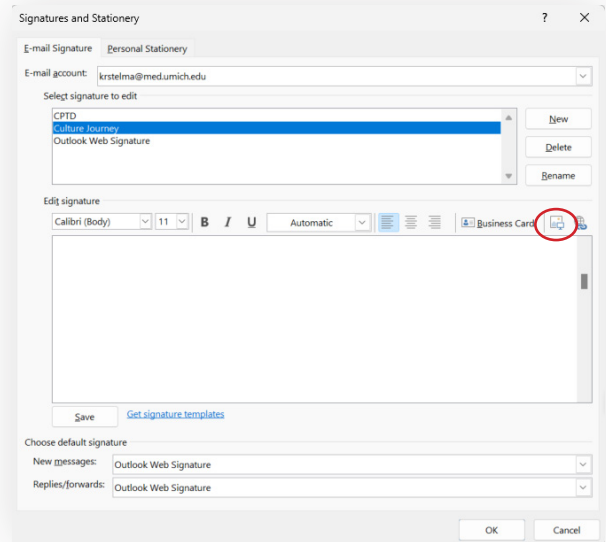
1. Click the **File** tab and then click **Options** in the left sidebar.



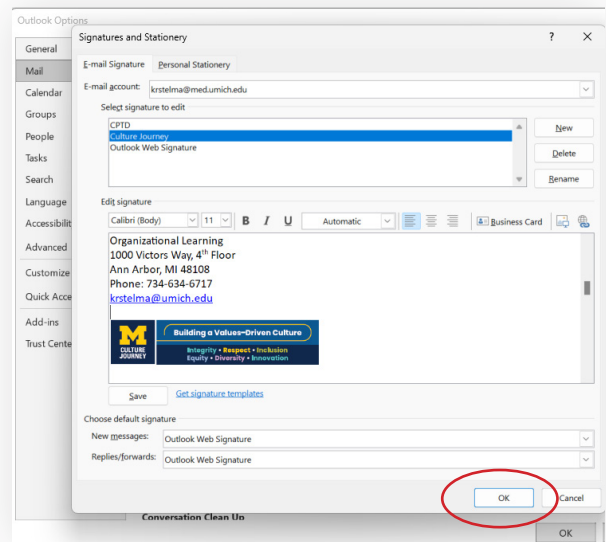
2. In the **Outlook Options** dialog box, click **Mail** in the left pane and then click the **Signatures** button.



3. In the Edit signature section, click the **Inset Picture** button to select a picture.



4. Click OK to save.



NOTE: Style your signature like the sample below using a sans serif typeface like Arial at a legible text size and black text color (Please note which text is bolded in the sample and then bold that same text in your own signature):

YOUR NAME IN ALL CAPS
Title One on First Line
Title Two on Second Line (optional)

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