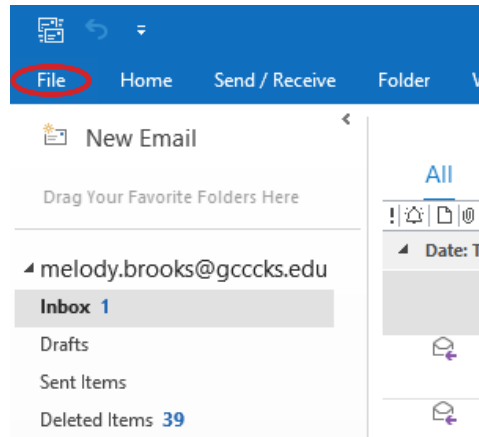


Email Signature Instructions

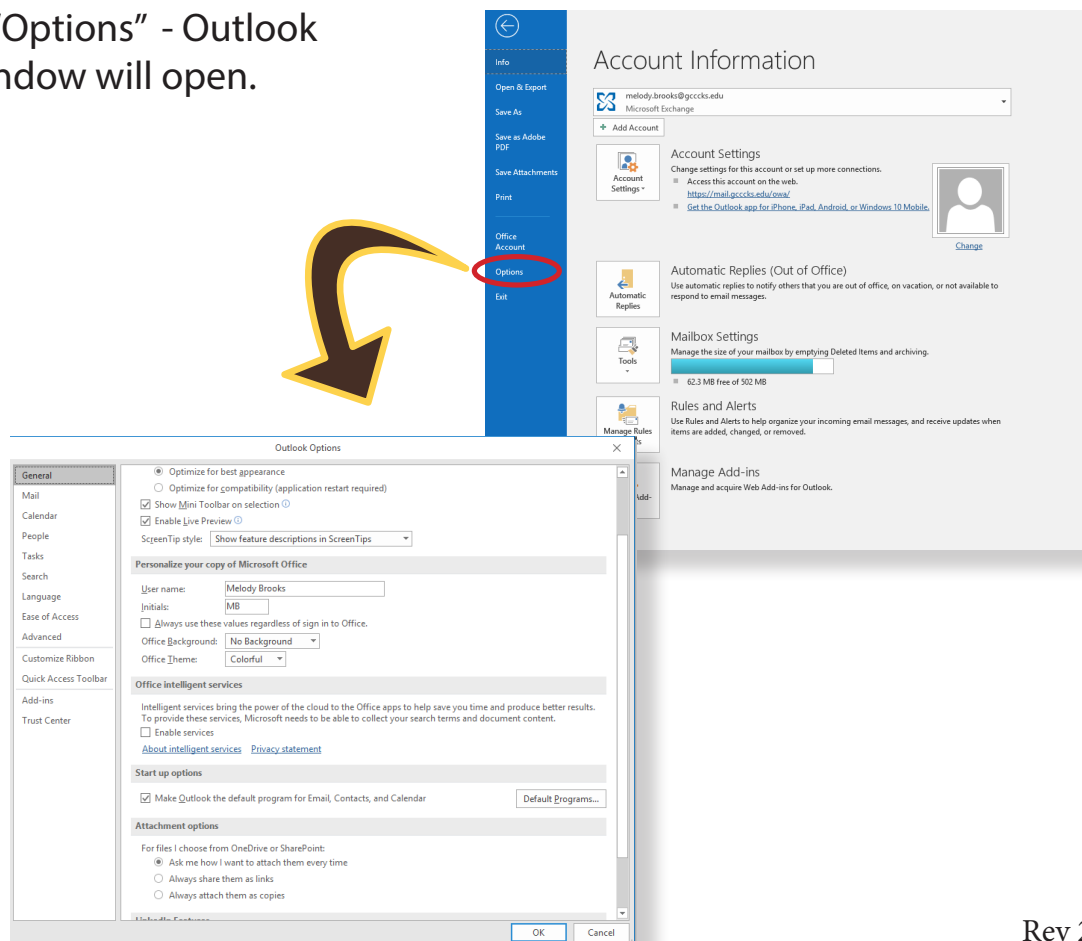
1. You should receive an email from the Public/Relations, Printshop or Creative Services staff member with your personalized email signature attached.

2. Save the email signature jpeg on your desktop or in your documents.

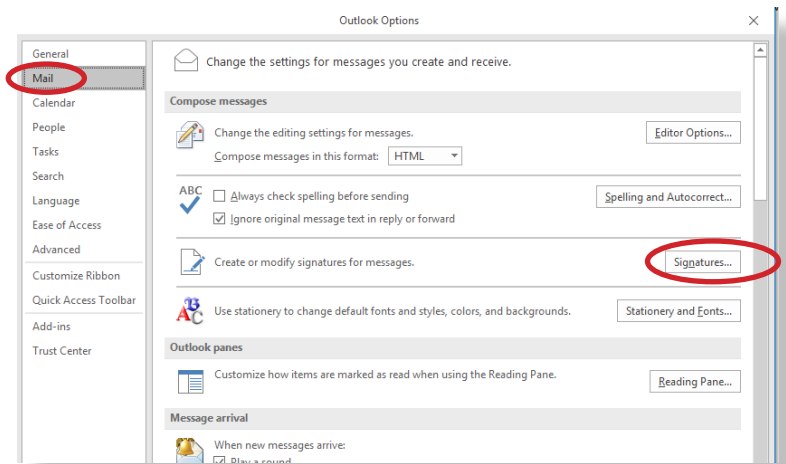
3. Open Microsoft Outlook and click on "File" tab at the top. The Account Information window should open.



4. Click on "Options" - Outlook Options window will open.

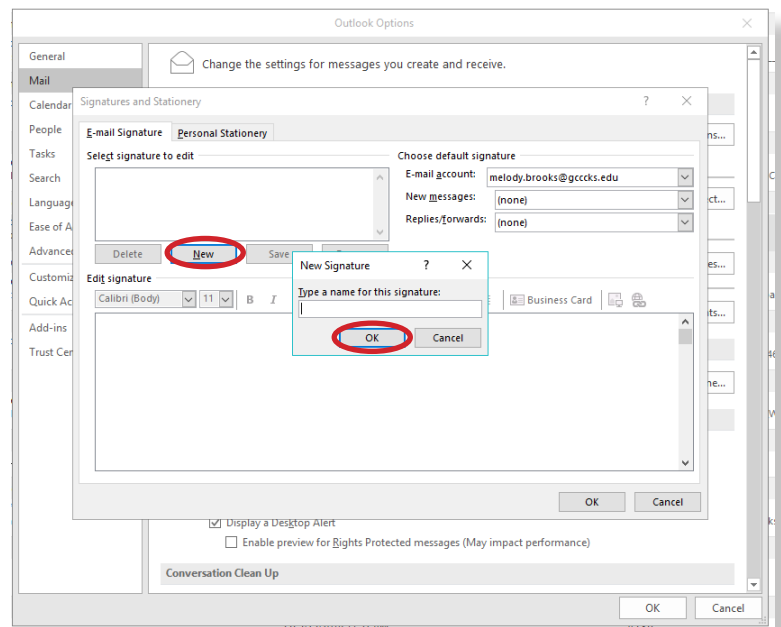


5. Click on “Mail” on the left menu bar, then click on “Signatures”. This will open the Signatures and Stationery window.



6. Click on “New”. It will have you name your new signature.

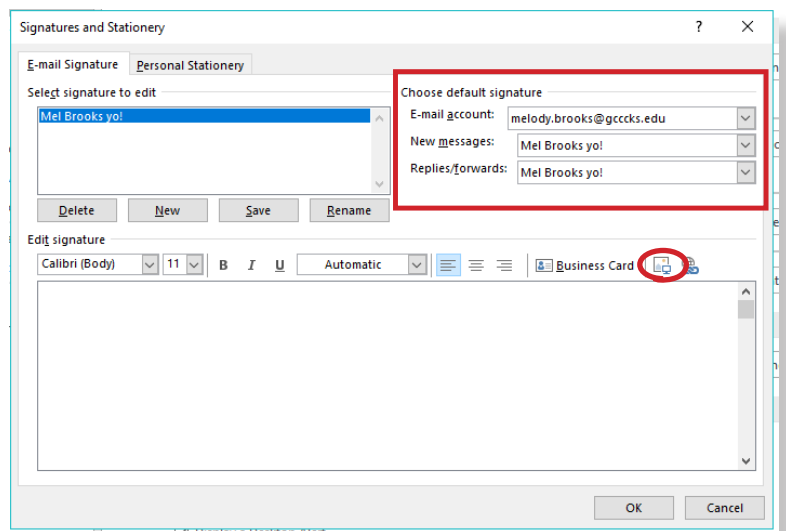
Once you have typed in your clever name for your signature, click ok.



7. Make sure to choose your new signature on “New messages” (should show up in the drop-down).

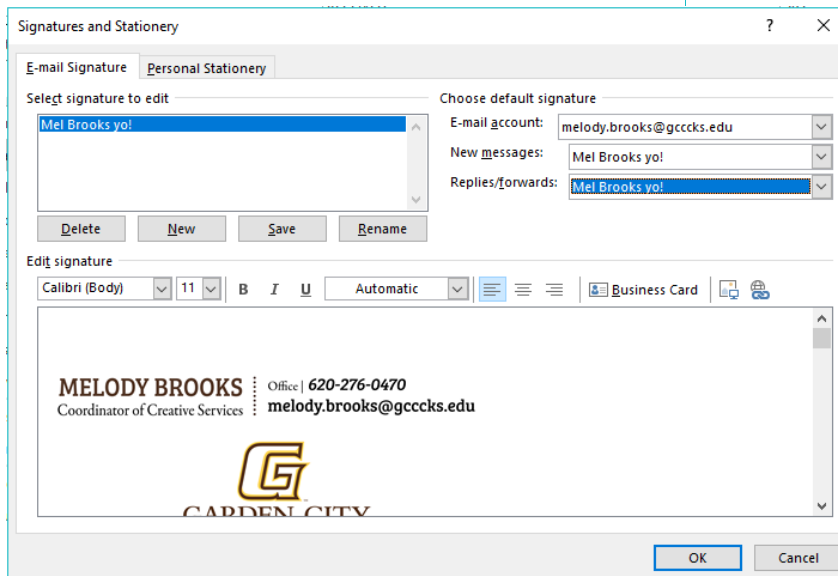
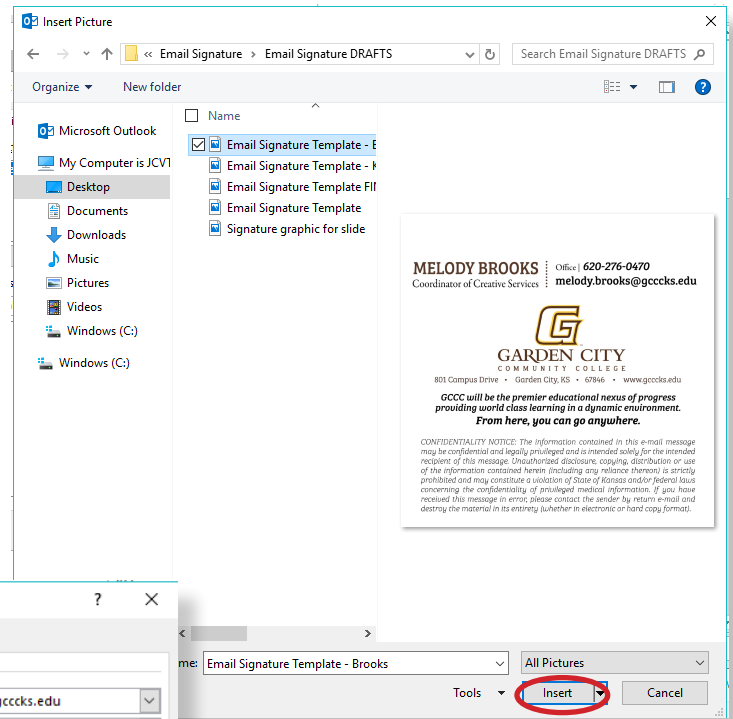
Optional - you may also put your signature on Replies/forwards, but it is not required.

8. Next, you will set your email signature image. Click on the picture button and a window will open where you can choose your image you saved from your email attachment (from step 1).

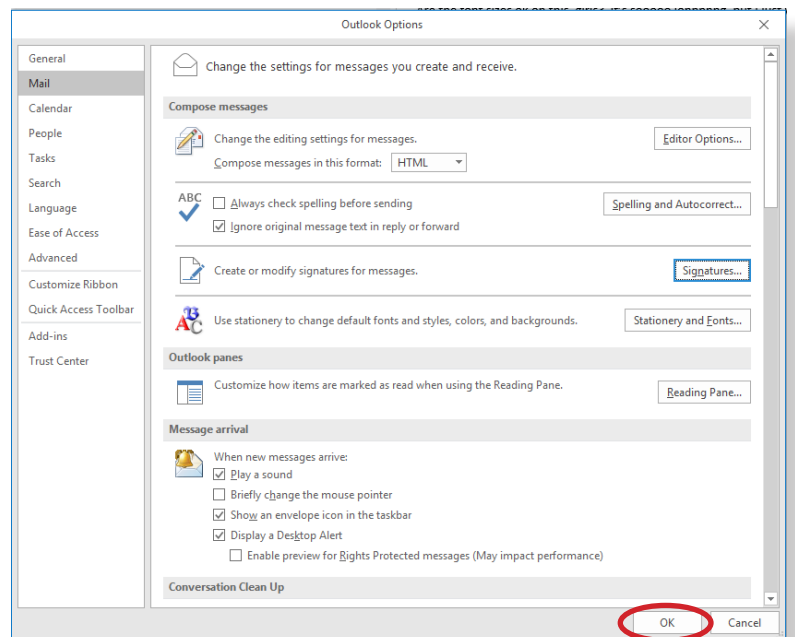


9. Navigate to where you saved your email signature and click on the file. Then click insert (or you can double click on the file).

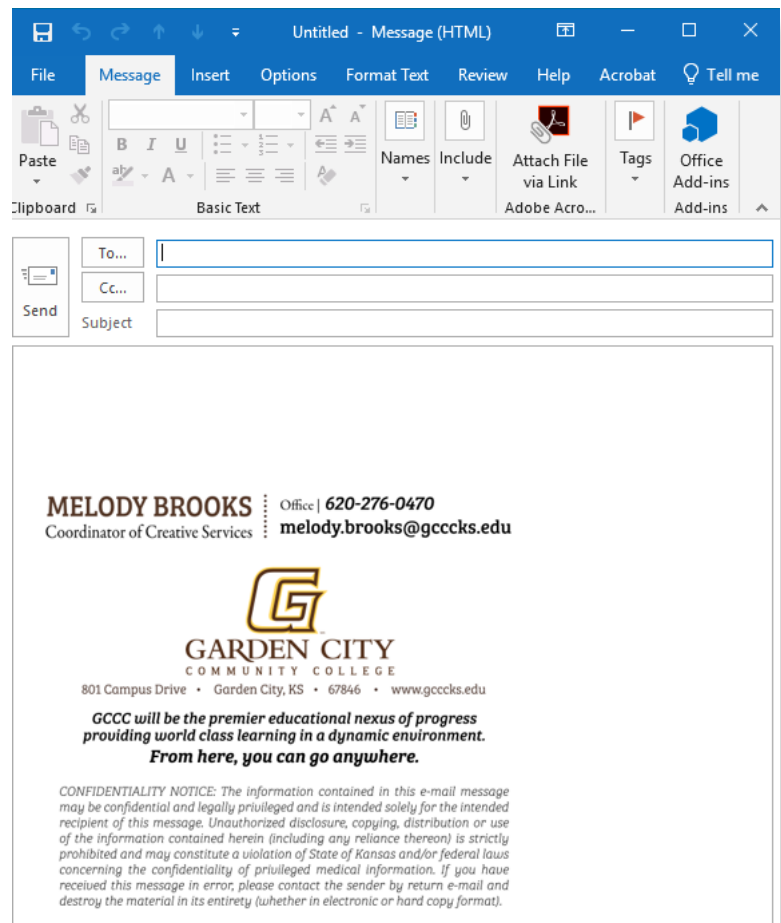
Your new signature will appear in your email (shown below).



10. If everything looks good, click "OK". It will then take you back to the previous screen. Click "OK" again to set your signature.



11. Once you are back to your main email screen, click “New Email”. You should see your new email signature. :)



If your signature does not attach properly, go back and make sure you followed each step. If you still cannot figure it out, contact Melody Brooks at ext. 470 or melody.brooks@gcccks.edu.