## E-mail signature instructions

- 1. Create a new folder on your computer and download e-mail images from www.uwyo.edu/cessupport/support/logos.html into that folder.
- 2. In your Microsoft Outlook account, click on *New Email*. Next click on *Signature*, then *Signatures...*



3. Choose *New*, then type in a name for your signature and click *OK*.

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4. Click in *Edit signature* field, then click on the small *image icon* to add an image to your signature.

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4. Browse to the image folder you previously created and double-click *ext\_logo\_2line\_brown\_email.png* 

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5. The logo will be inserted into your signature. Hit return and type in your contact information. Be sure to include your e-mail address and Website. These will automatically hyperlink.

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6. Click on the small *image icon* to begin adding your social media links. Choose *facebook.png* and a facebook icon will be added to your signature.

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6. With the facebook icon still selected, click on the *hyperlink icon*. Type in the Web address of your facebook page and click *OK*. The icon will now be linked to your facebook page.

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6. Repeat this process with your YouTube, Twitter, LinkedIn, etc. sites. When finished, click *Save*.

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6. Choose your new e-mail signature to show on *New messages* and *Replies/Forwards* and click *OK*. Your e-mail signature will now be included on all new e-mails.