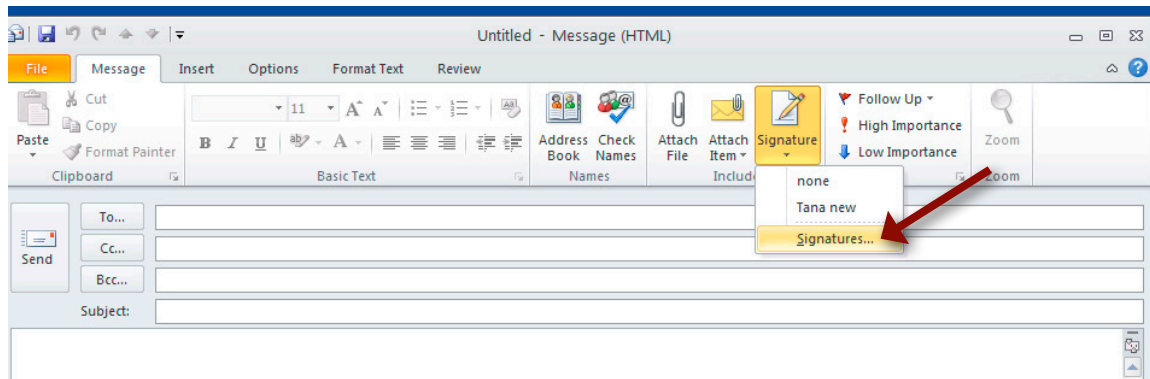
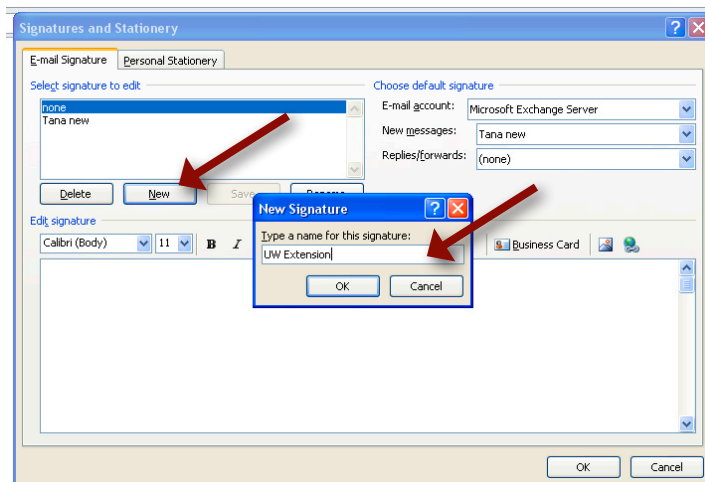


# E-mail signature instructions

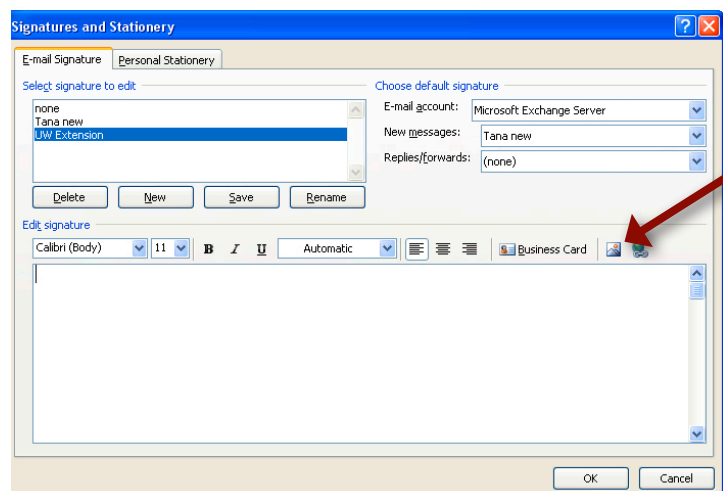
1. Create a new folder on your computer and download e-mail images from [www.uwyo.edu/cessupport/support/logos.html](http://www.uwyo.edu/cessupport/support/logos.html) into that folder.
2. In your Microsoft Outlook account, click on **New Email**. Next click on **Signature**, then **Signatures...**



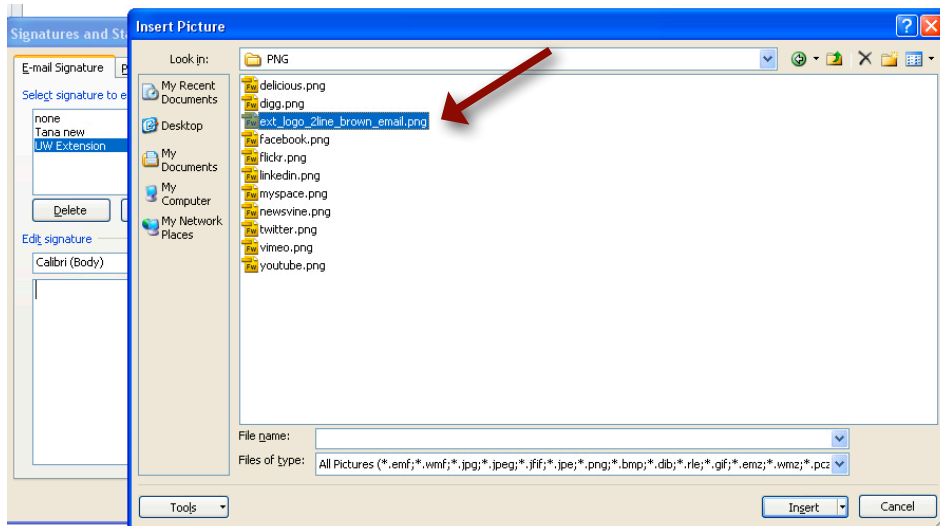
3. Choose **New**, then type in a name for your signature and click **OK**.



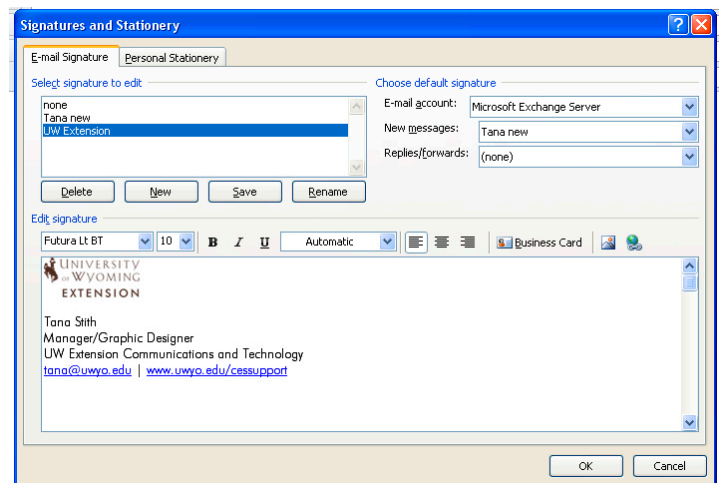
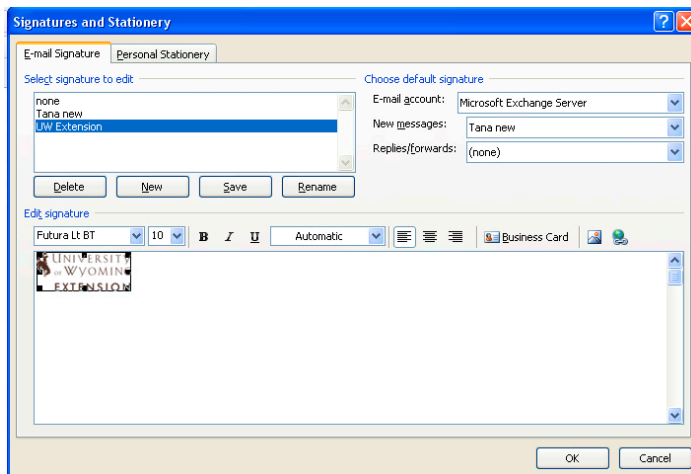
4. Click in **Edit signature** field, then click on the small **image icon** to add an image to your signature.



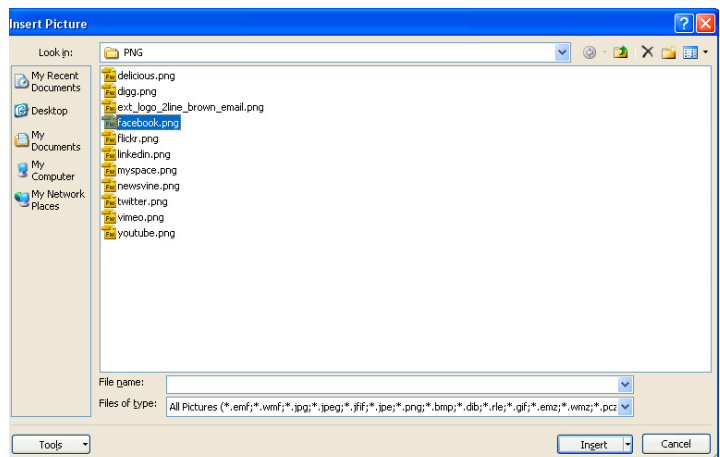
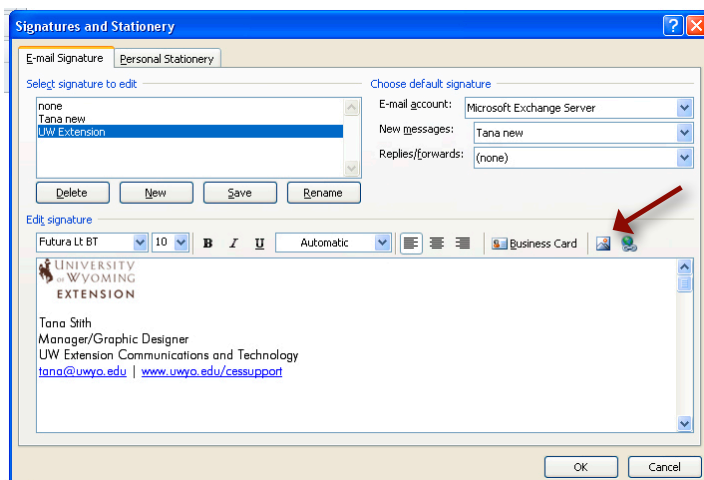
4. Browse to the image folder you previously created and double-click *ext\_logo\_2line\_brown\_email.png*



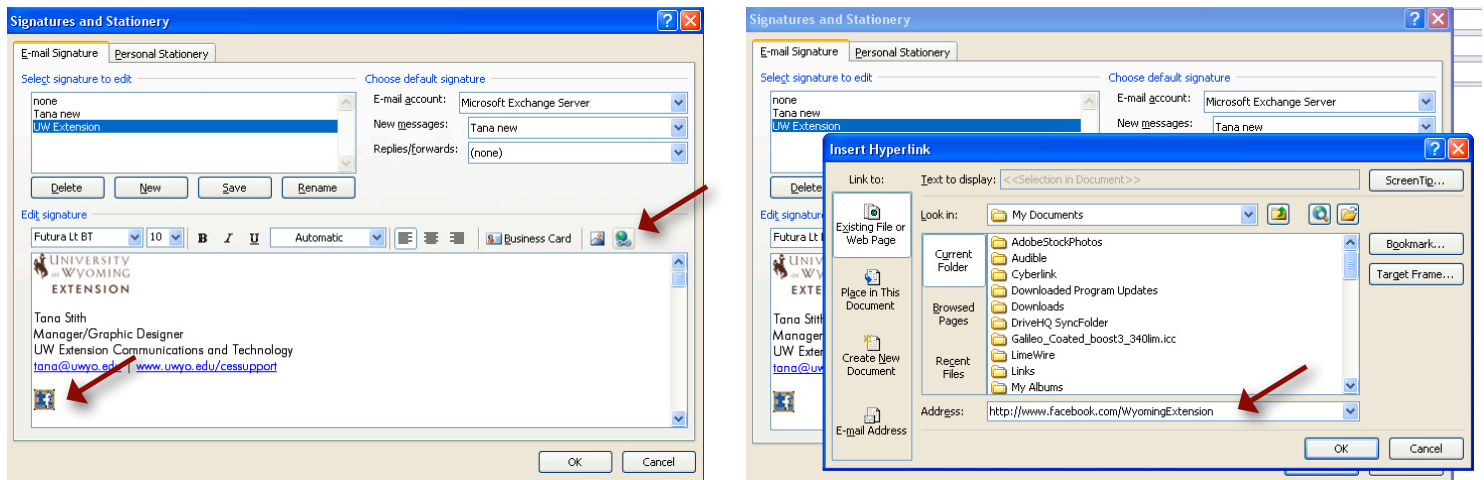
5. The logo will be inserted into your signature. Hit return and type in your contact information. Be sure to include your e-mail address and Website. These will automatically hyperlink.



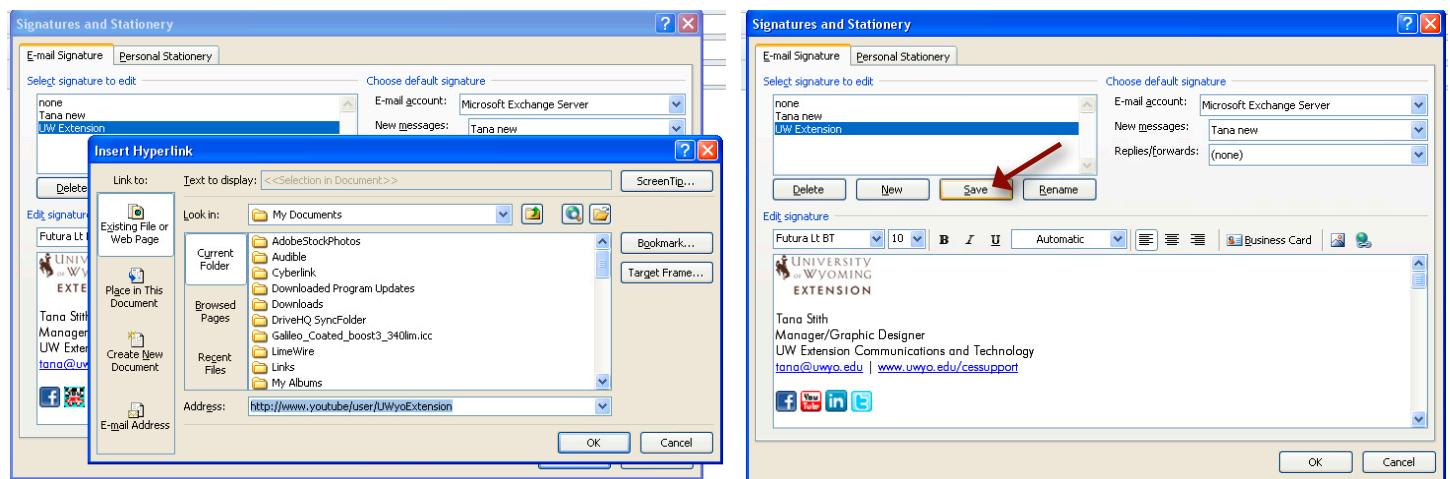
6. Click on the small *image icon* to begin adding your social media links. Choose *facebook.png* and a facebook icon will be added to your signature.



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.



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



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.

