Here’s how to add a picture to your e-mail signature on a Mac:

Open Microsoft Outlook by double clicking the O at the bottom of your screen or by finding Microsoft Outlook in your Launchpad.

Create a new e-mail by clicking on “New E-Mail”
Click in the body of the email then click the signature button from the top panel, next to Picture. A dropdown menu will appear, with options to add an existing signature to the email you’re working on. Add your signature to the body by selecting it.

Now click at the end of your signature in the body where you would like to have an image added. Then click the picture button located next to Attach and select Photo Browser.
Select the photo you would like to add to your signature. In this case we selected the “VM 100 years” logo and click Open.

Your signature should now include the picture you just inserted. Press Command A to select all of your signature in your e-mail then command + C to copy it. Click on the signatures button again and select Edit Signatures.
Select your signature and delete what is currently in your signature field.

It should go from looking like this:

![Original Signature]

To this:

![Updated Signature]
Click in your signature field once again and press Command + V to paste in your signature.

You’re done. Close out of your signature window. Now every time you add your signature to an e-mail, it will include the picture.

Additional information:

The picture that you would like added to your signature must be previously downloaded on to your PC.