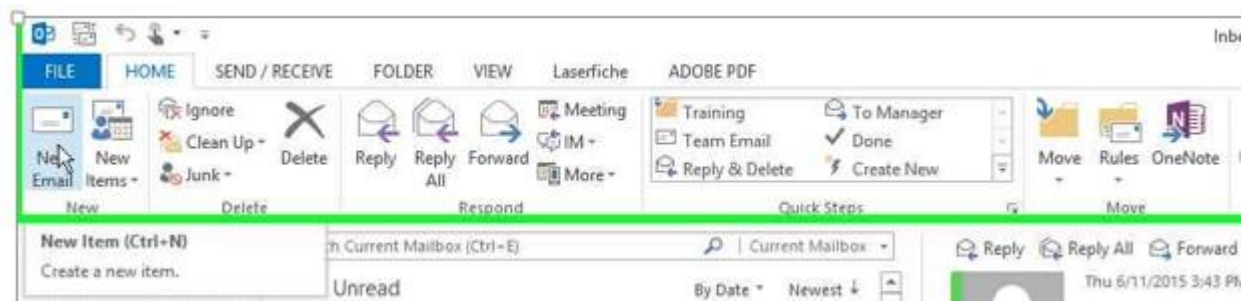
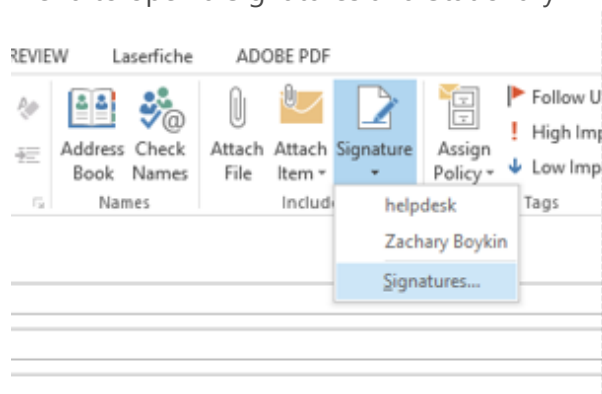


## Here's how to add a picture to your e-mail signature:

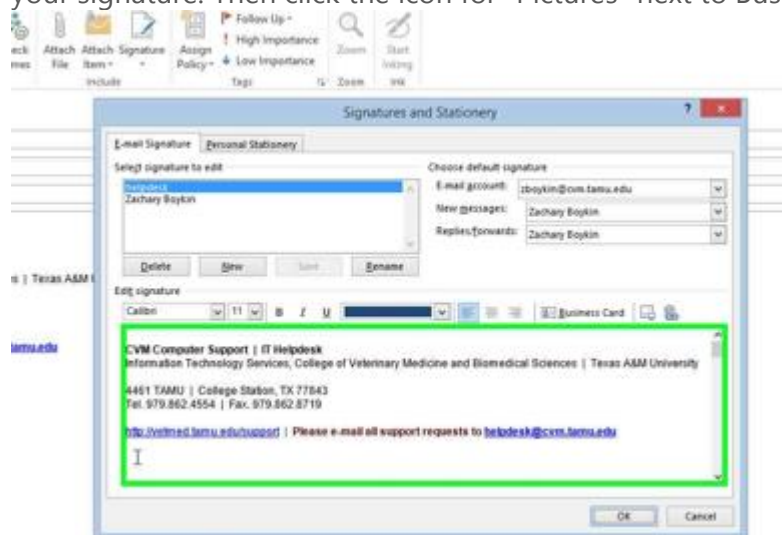
Begin by opening Microsoft Outlook by finding it in your start menu or in your taskbar at the bottom of your screen and open a new e-mail by clicking on "New Email"

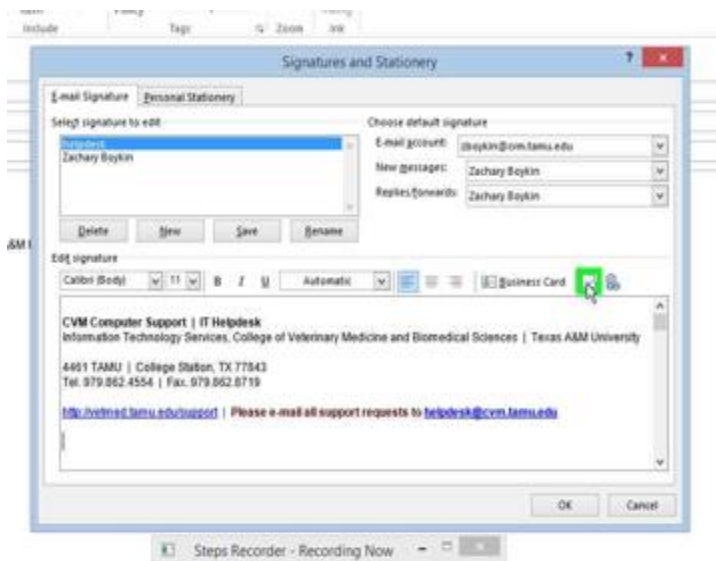


Click Signature from the top panel, next to Attach Item. A dropdown menu will appear, with options to add an existing signature to the email you're working on. Select signatures from this menu to open a Signatures and Stationery Window.

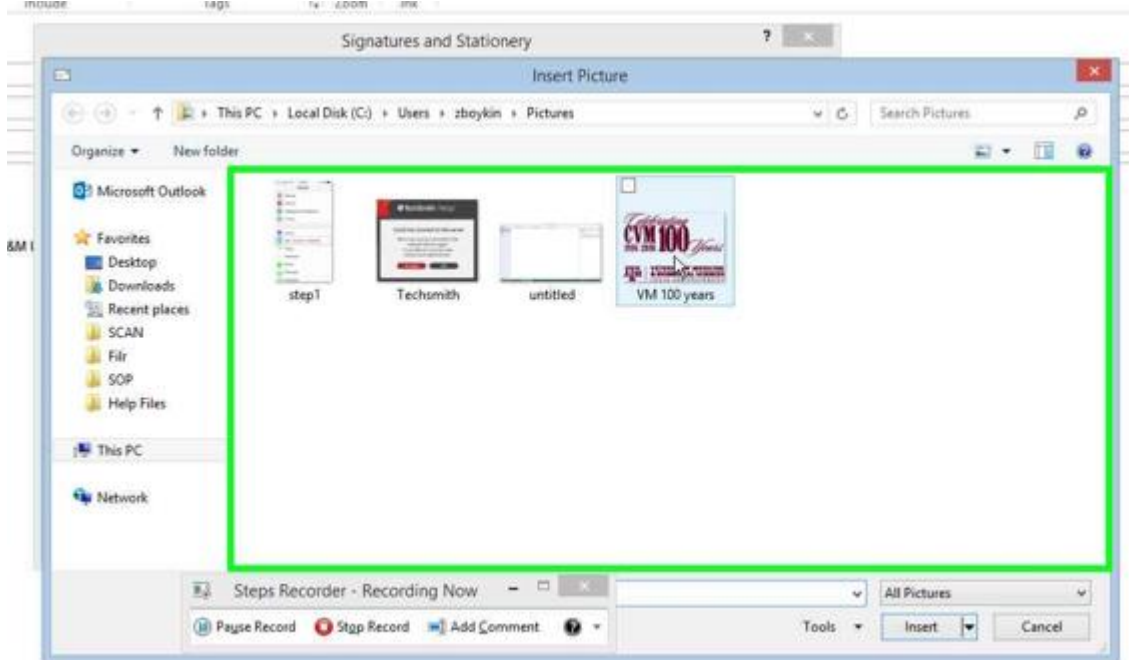


Click in your signature box at the end of your signature so the image will be placed at the end of your signature. Then click the icon for "Pictures" next to Business Card.





Select the image you would like to add to your signature. In this case I have selected "VM 100 years" and click insert and then click on OK.



Now every time you use your signature, the picture you added will be at the bottom of it.

#### Additional information:

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