## How to add an image to your email signature on Outlook



## Desktop/Laptop

1. Save the image of your choice by clicking 'Download this image here' as well as right clicking the image and clicking 'Save image as'.



2. Open your Outlook Email and click on the 'File' Tab.



3. Click on 'Options'.



4. A new window will pop up. Click on 'Mail'.

Outlook Options	?	×
General General options for working with Outlook.		<b></b>
Calenda Cloud storage options		
Groups Store my Outlook settings in the cloud ①		
People User Interface options		
Tasks When using multiple displays;①		- 11
Search  Optimize for best appearance		
Language Optimize for <u>c</u> ompatibility (application restart required)		
Accessibility Show Mini Toolbar on selection ①		
Advanced		
Customize Ribbon		
Quick Access Toolbar Personalize your copy of Microsoft Office		
Add-ins User name: Pequegnat, Peter		
Trust Center Initials: PP		
Always use these values regardless of sign in to Office.		
Office <u>B</u> ackground: Circles and Stripes <b>v</b>		
Office Theme:		
Privacy Settings		



## 5. Click on 'Signatures'.

Outlook Options		? ×
General Mail	Change the settings for messages you create and receive.	
Calendar	Compose messages	
Groups	Change the editing settings for messages.	Editor Options
People	Compose messages in this format: HTML •	
Tasks Search	abc ☐ Always check spelling before sending ✓ Ignore original message text in reply or forward	Spelling and Autocorrect
Accessibility Advanced	Create or modify signatures for messages.	Sig <u>n</u> atures
Customize Ribbon Quick Access Toolbar	$A^a$ Use stationery to change default fonts and styles, colors, and backgrounds.	Stationery and <u>E</u> onts
Add-ins	Outlook panes	
Trust Center	Customize how items are marked as read when using the Reading Pane.	<u>R</u> eading Pane
	Message arrival	
	When new messages arrive: Play a sound Briefly c <u>h</u> ange the mouse pointer	
	$\checkmark$ Sho <u>w</u> an envelope icon in the taskbar	
	Display a Des <u>k</u> top Alert	
	Enable preview for <u>Rights</u> Protected messages (May impact performance)	
	Conversation Clean Up	
		UK Cancel

## 6. Click on the 'insert image icon'.

Signatures and Stat	tionery	? ×	
<u>E</u> -mail Signature	Personal Stationery		
E-mail <u>a</u> ccount:		~	
Sele <u>c</u> t signa	ture to edit		
John Smit	th	∧ <u>N</u> ew	
		Delete	
		Rename	
Edit signatu	IFA		
Calibri (Bo	ody) 🗸 11 🗸 B I U Automatic 🗸 🚍 = = 🕼 Busines	ss Card	
John Sm			
123-456-	-7890		
John.sm	hith@email.com		
	Cet cignature templater	¥	
<u>&gt;</u> ave			
Choose default sig	gnature		
New <u>m</u> essages.	(none)	~	
Replies/ <u>f</u> orwards	(none)	~	
	OK	Cancel	
	UK UK	Cancer	



7. Select image and click 'Insert'.



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8. Click 'OK' to save your changes.

