

OUTLOOK

Email Signature Set-up

To construct a new email signature in Outlook that will include your video presentation, there are a few basic steps to follow. Prior to starting the email signature construction:

1. Access the 'logo' that you wish to have included within your email signature.
2. Construct the final email signature as you wish it to appear, including the **HYPERLINK** text expression that you wish displayed within your email signature, on a 'word document' (ie. **MY VIDEO BUSINESS CARD**)
3. If you are unfamiliar with creating HYPERLINKS, simply go to the line within your newly constructed email signature layout where you wish the hyperlink to appear & right click your mouse. 'Hyperlink' will appear → click on that and you will have the HYPERLINK construction box appear. Two 'subject' lines will appear: on the top line, enter the text that you wish to appear as your HYPERLINK, & the second line of the box, enter the URL for your video card!
4. **SAVE** the word document and 'logo' (jpeg, bmp, gif) on your desktop/documents folder/other folder, for easy access. ** Should you move the folder after you have constructed your new email signature, the logo may be impacted, so during this process, save the logo in a location that will not be altered later.

(Keep the word document open, for easy access to copy)

Now the construction within OUTLOOK can begin

Step 1: Go to your email, click on **Tools**, then **Options, Mail Format**.

Step 2: The first section under **Mail Format** is titled **Message Format**; in this section there is a drop down box which will need to be changed to **HTML**.

Step 3: Once changed to **HTML**, click on Signatures/Signature Picker.

Step 4: Now click on '**new**' and title your new signature.

Step 5: Click '**next**', the cursor is now in the body of the signature.

Step 6: Go to the word document with the **HYPERLINK** you created & **COPY** it (*using the EDIT function*)

(MY VIDEO BUSINESS CARD)

and go back into your email set-up & **PASTE** this information.

Step 7: Hit the enter button to bring the cursor to the next line, then right click your mouse in the same area (*next to the flashing cursor*), tab down to '**insert image**' which will allow you to browse your documents or desktop until you locate your saved logo (*which is the jpeg, bmp, or gif*).

Step 8: Once you locate the **IMAGE FILE** click 'ok' and press the 'enter' key to bring cursor to the next line.

Step 9: Now, go to the word document with the hyperlink and copy the remaining information (Name, address and telephone numbers) and paste this information below the **IMAGE FILE**.

******* Be sure to line up the text by using the spacebar/backspace or delete buttons*******

Step 10: Once this has been done you can click on the 'finish' button.

TEST PHASE: Send yourself an email to make sure your signature looks good and the links are active.

Your new email signature is now complete!