Adding the 2020 EMS week email signature banner to your Outlook messages

1. Download the image to your computer (Right-click and choose *Save Image as*)



1. Name the file NPRPemailsigv3.jpg and click the *Save* button



EMS week 2020 email signature image.jpg

1. Open Outlook and click on File 🡪 Options

 

1. Click on Mail



1. Click on the *Signatures* button next to *Create or modify signatures for messages*



1. Click on *Default* signature in the Select signature to edit box



1. In the *Edit signature* window, use the scroll bar on the right to scroll down to the bottom of the signature. Click to place your cursor under the U Health logo and press your enter key once.



1. Click on the Insert image button on the Edit signature toolbar



1. Navigate to and select the image you saved in step 2. Then click the Inset button



EMS week 2020 email signature image.jpg

1. Click on the OK button and you’re finished

