Open your web browser and navigate to:

http://carersanddisabilitylink.support/email-signature/

Please fill out the form with your details.

If you do not need to add '**Days Available**' you may leave this field blank:

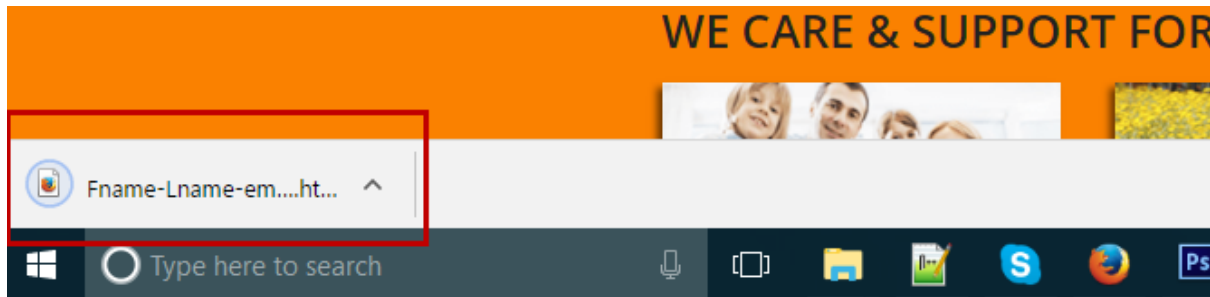If you would like to use a more generic, location free logo please use '**Blank logo**'.

Once you have filled out the form please click '**Save Signature**'.
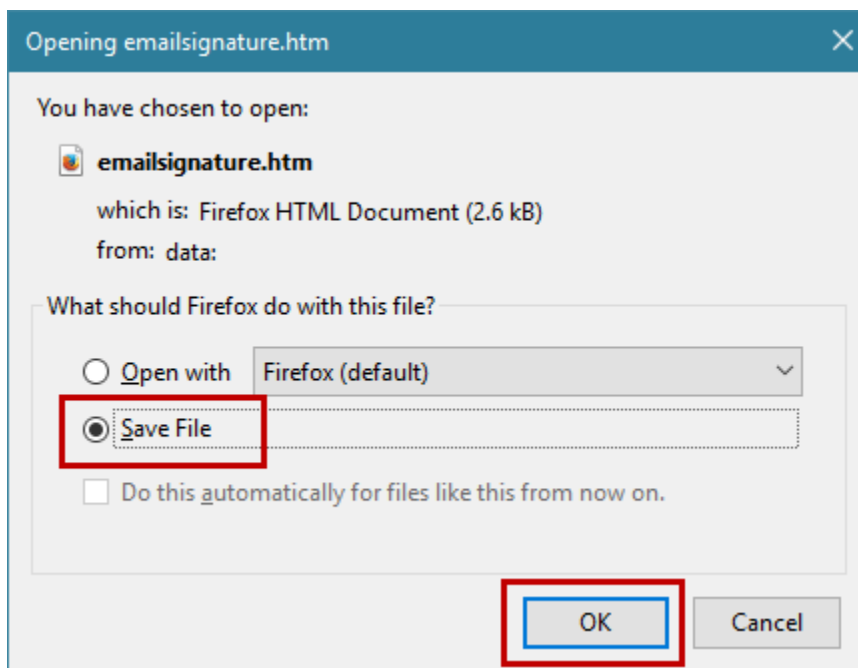
 GOOGLE CHROME

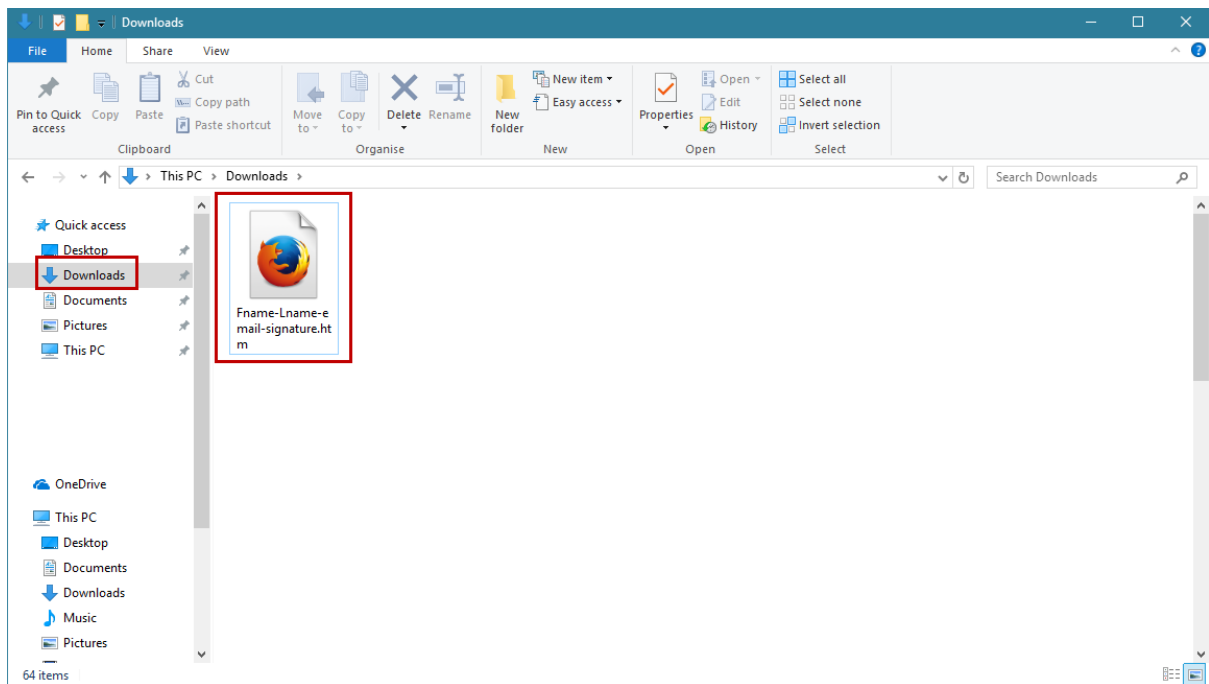If you are using **Google Chrome** the file will save automatically:

 Mozilla Firefox

If you are using **Firefox** the browser will ask you what you would like to do with the file. Please select '**Save**':

This should save the file to your '**Downloads**' folder. From here you can copy it to the folder that Outlook can access the file from.

Please see the link '**Installing email signature on Outlook**' for further instructions.