

Open your web browser and navigate to:

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

The screenshot shows a web browser window with the URL <http://carersanddisabilitylink.support/email-signature/>. The website header includes the CARERS & disability LINK logo, navigation links (OUR SERVICES, NDIS, LOCATIONS, NEWS, EVENTS, NDIS EXPO, DONATIONS, VOLUNTEERS, ABOUT US, CONTACT US), a search bar, and a 'REQUEST ASSISTANCE' button. The main content area is titled 'Email Signature' and contains a form with the following fields: First Name, Last Name, Position Title, Days Available (with a hint 'e.g. Mon-Wed or leave blank'), Email Address, Phone Number, Location (dropdown menu), and Logo to use (dropdown menu). A 'Save Signature' button is located at the bottom of the form.

Please fill out the form with your details.

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

Days Available:

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

Logo to use:

The dropdown menu shows the following options: Barossa Valley, Yorke Peninsula, Adelaide Hills, Fleurieu Peninsula, and Blank logo. The 'Blank logo' option is highlighted with a red box.

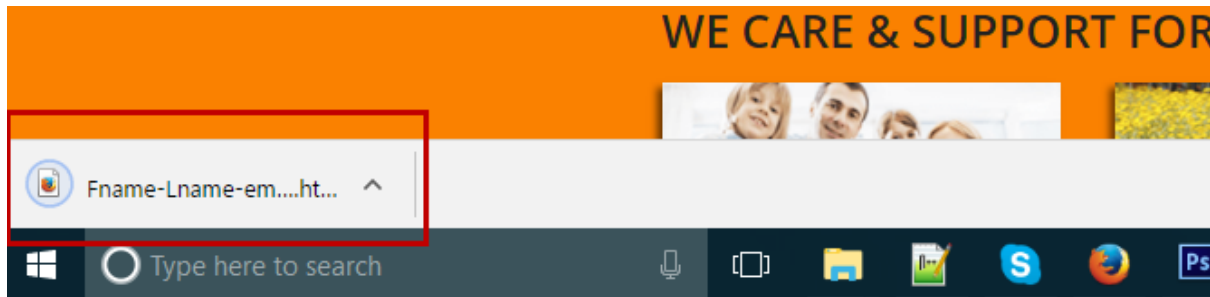
Once you have filled out the form please click '**Save Signature**'.

Save Signature



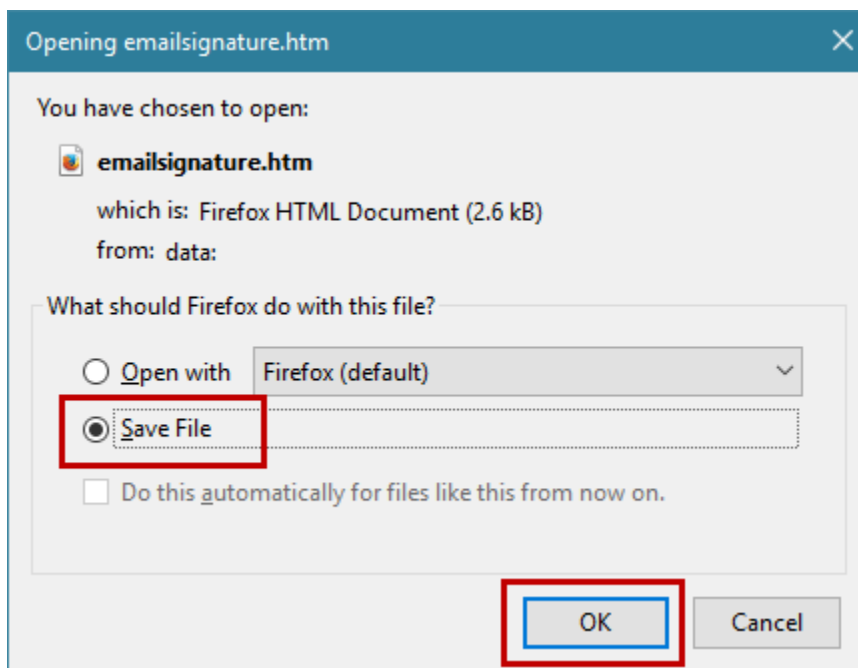
GOOGLE CHROME

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

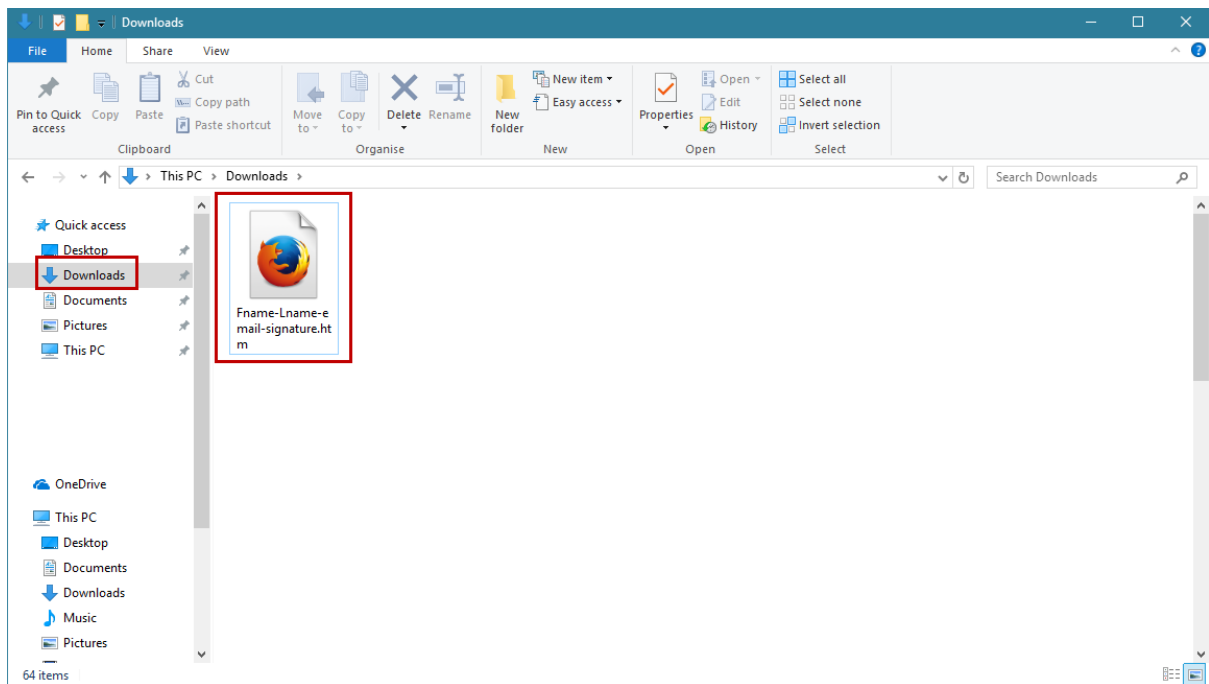


Mozilla Firefox

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.