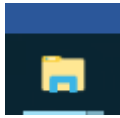
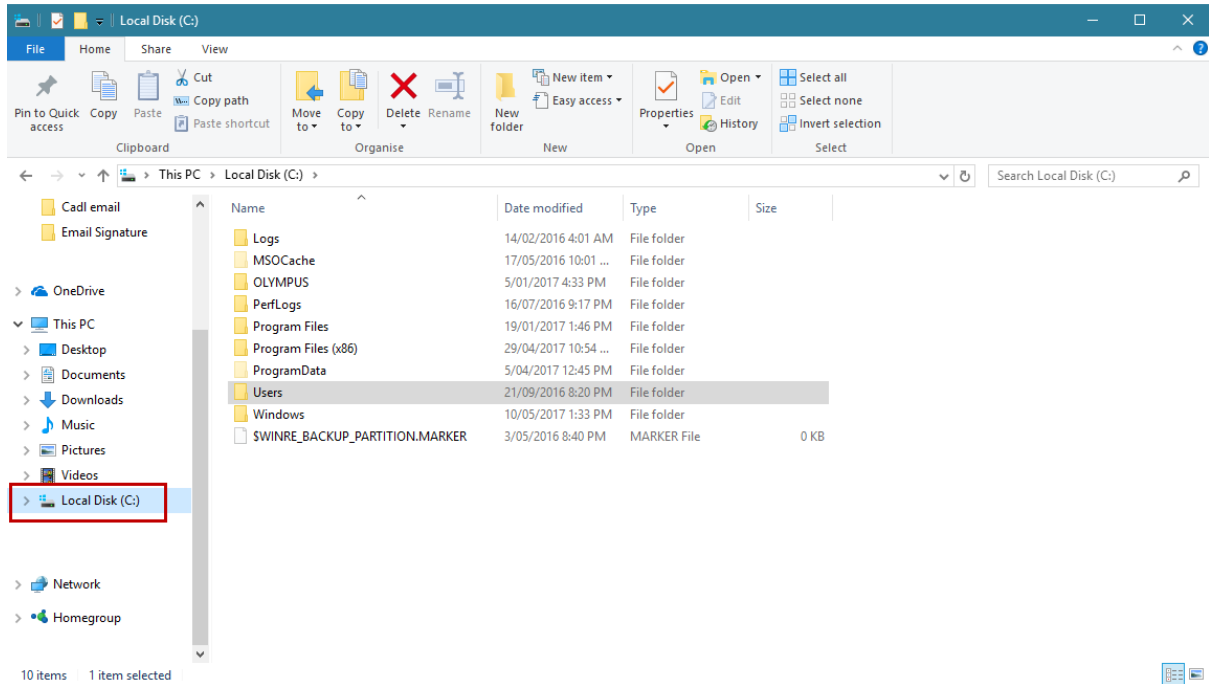


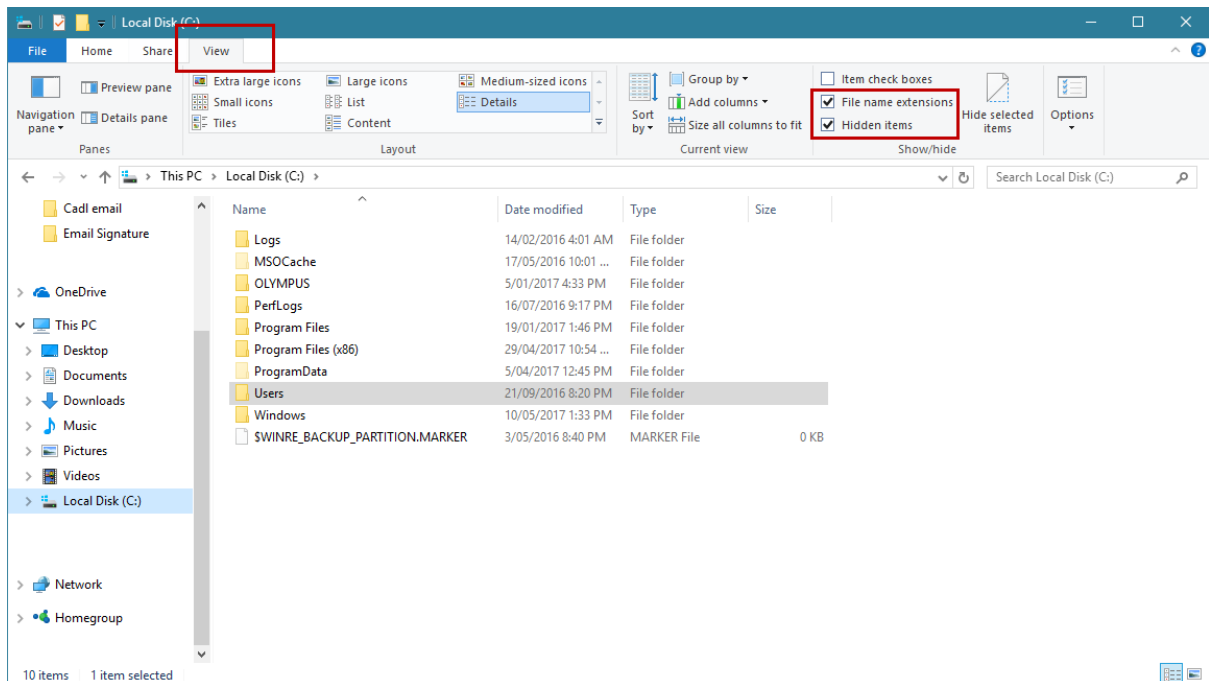
Open your File Explorer



Click on the 'C:' drive



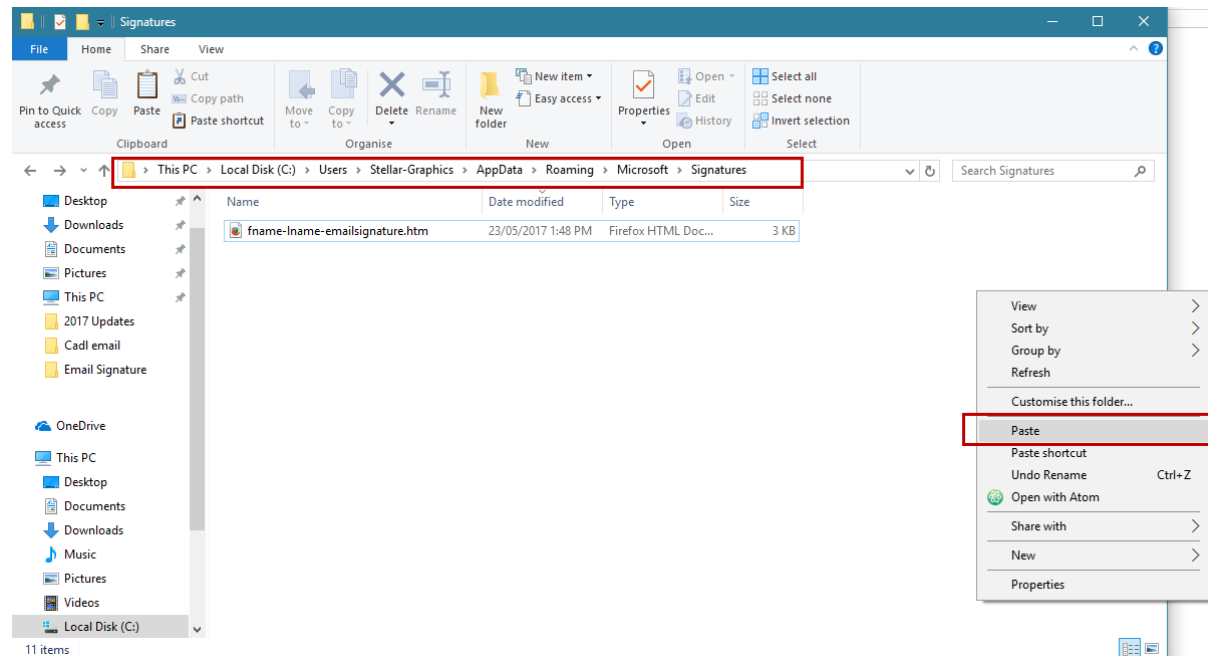
Click on the 'View' tab and then make sure the checkbox is ticked next to 'Hidden items' and 'File name extensions':



Now open follow this path: **Users/[your-username*]/AppData/Roaming/Microsoft/Signatures** and copy and paste your downloaded email signature file into this folder.

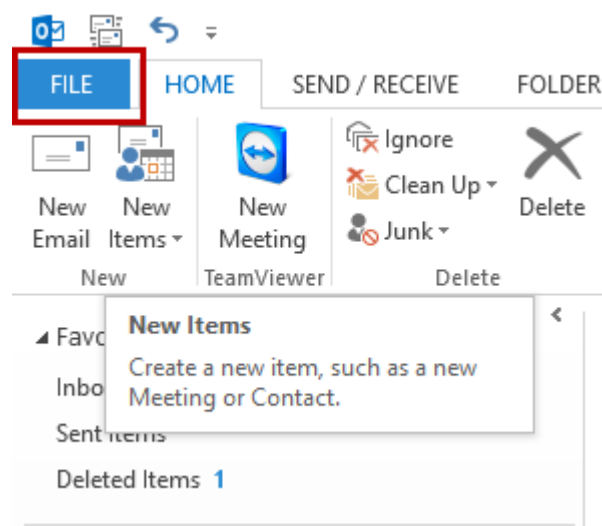
*Your username is specific to your computer and will be different for each person.

(To copy, right click on the file and select **'Copy'** and then navigate to the folder below and right click and select **'Paste'**)

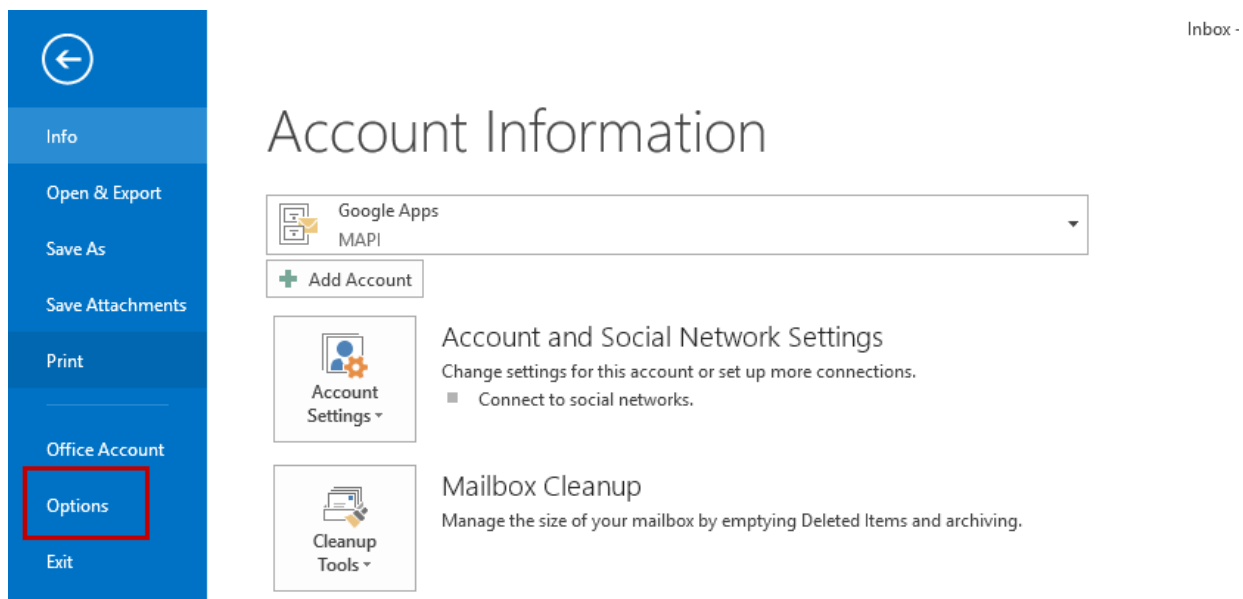


TO ADD SIGNATURE TO EMAILS

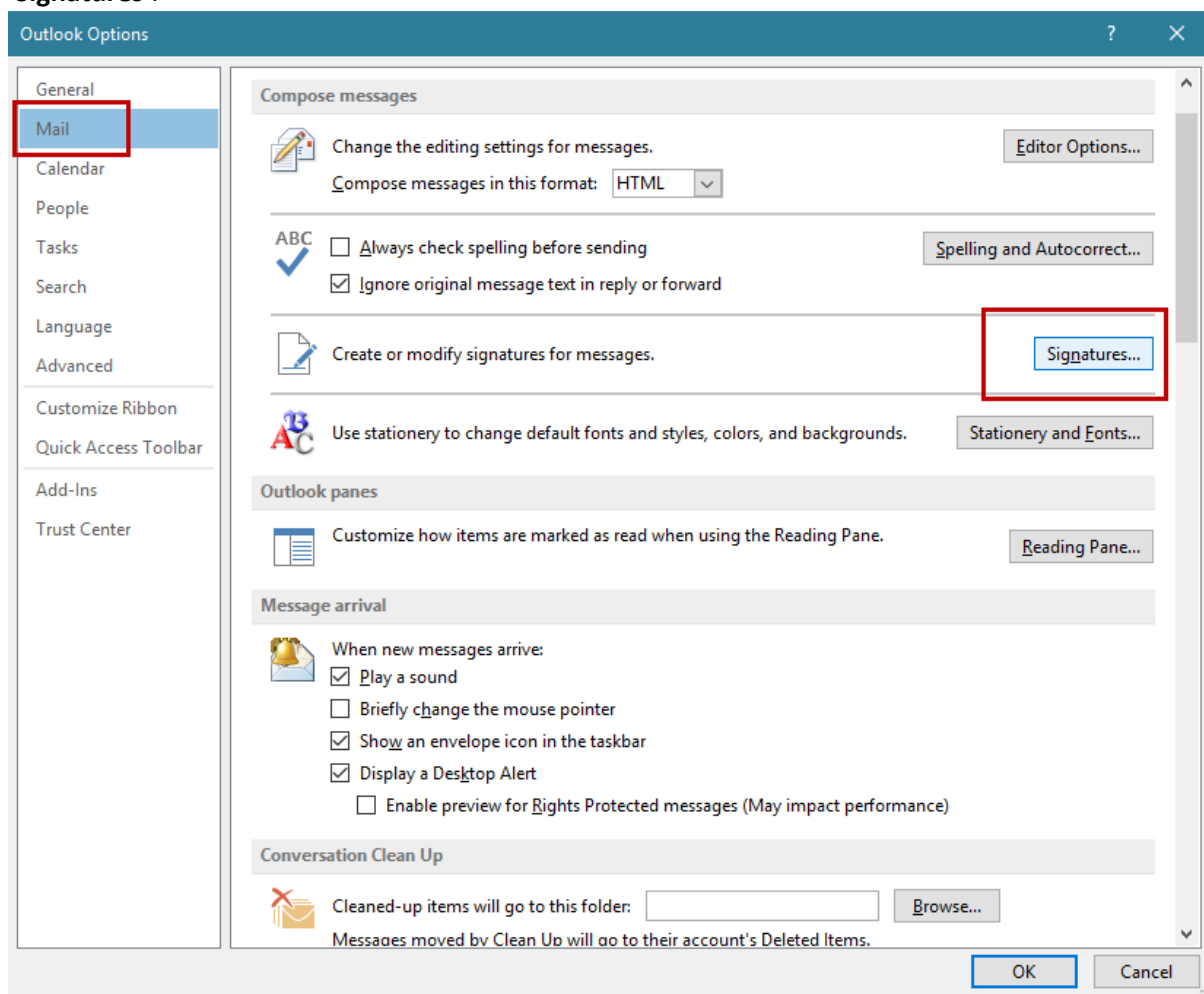
Open Outlook and navigate to **'File'**:



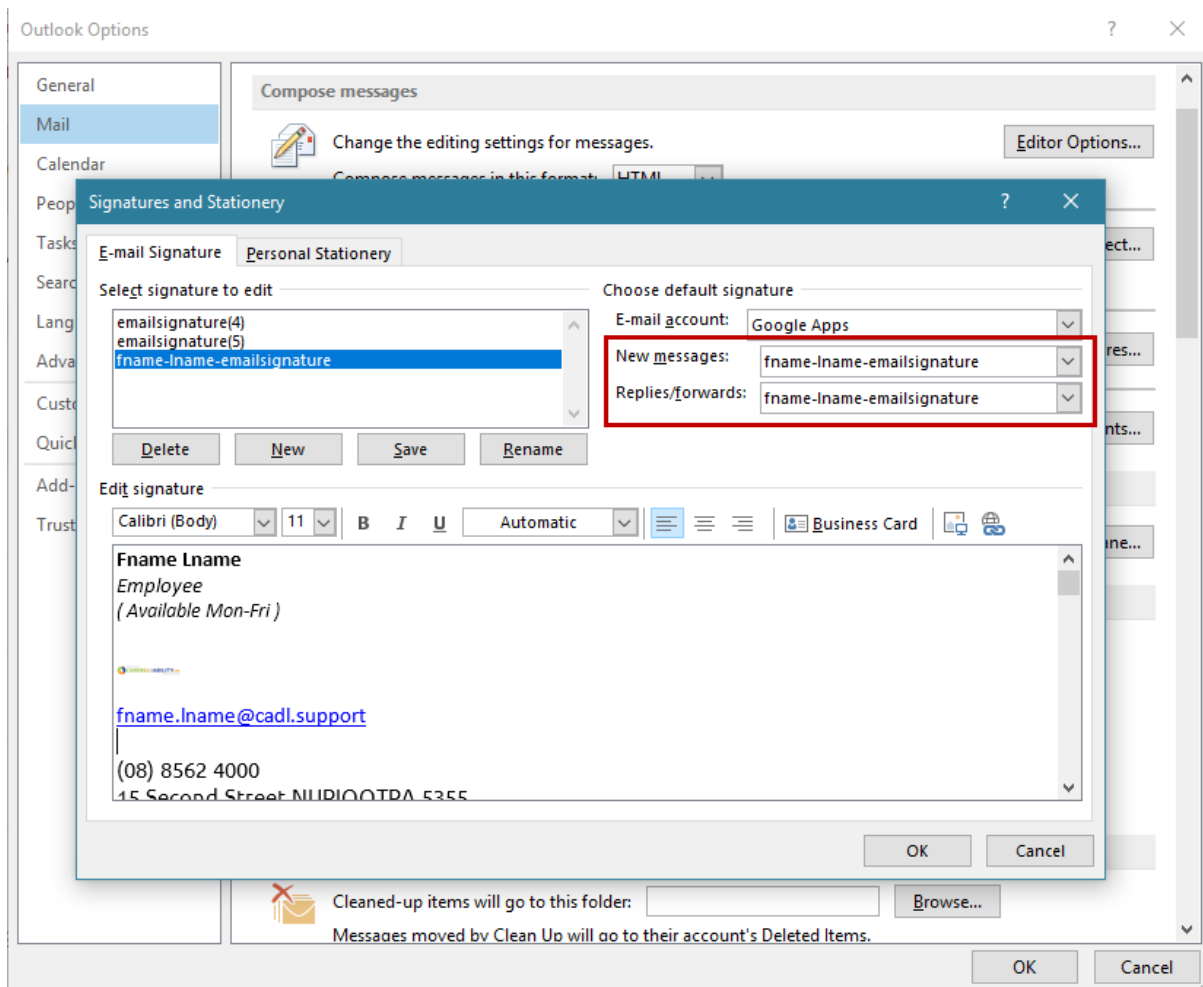
Then select **'Options'**:



From the options menu select **'Mail'** from the menu on the left and then from that tab select **'Signatures'**:



From the dropdown boxes next to 'New messages' and 'Replies/forwards' choose your new email signature and click 'OK':



You will now see your new email signature at the bottom of all emails you send.