Instructions for email signatures:

1. Type in the search bar in outlook: Signatures
2. Select signatures
3. Highlight the signature that you want to change
4. Underneath edit signature – scroll to the bottom of the current signature and then select the image button
5. A screenshot of a computer

   Description automatically generated
6. Add the image
7. A screenshot of a computer

   Description automatically generated
8. Press OK
9. Select Signature:
10. A screenshot of a computer

    Description automatically generated
11. End result:

A screenshot of a computer

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