# Tuesday TechTip:

Last week's TechTip discussed how to create a signature in Outlook. This week's TechTip covers how to kick your signature up a notch. Below find steps on how to insert a photo/logo to your Outlook Signature.

Adding a photo/logo to your Outlook Signature:
1. Open your Outlook Desktop Client.
   Note: You are not able to create a signature with a photo using Outlook Web Access.
2. Click on **Tools → Options**.
3. In the *Options* dialog box, click the **Mail Format** tab.
4. Click the **Signatures** button towards the bottom of the screen.
5. The *Create Signature* dialog box opens. Click the **New** button.
   1. Enter a "Name for your new signature"
   2. Select "Start with a blank signature", click **Next**.
6. Click the **Advanced Edit** button, click "Yes".
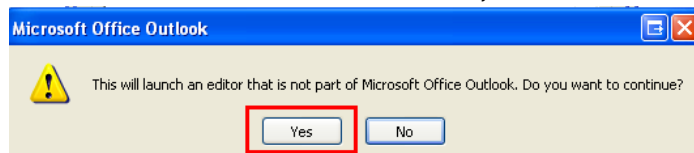
7. For most users, Microsoft Word will open as your editor. For some, Microsoft FrontPage or another web editor will open.
8. Now you can design your signature with a picture. To insert a picture or logo, click **Insert → Picture**, and click **From File**.
   a. By inserting the picture via the steps above you are embedding the picture in your signature. This step is quite important!
9. Resize the picture to desired size keeping in mind larger images take up more space.
10. Type desired signature text and place next to picture as desired.
11. After you complete your signature click **Save**, then exit the advanced editor (**File → Close** or clicking the "X" in the top right hand corner).
12. In the *Create Signature* dialog box, you may preview your signature. Verify all looks appropriate then click **OK**.
13. In the *Options* dialog box, select the signature to use for new messages and the signature you would like to use for replies and forwards.
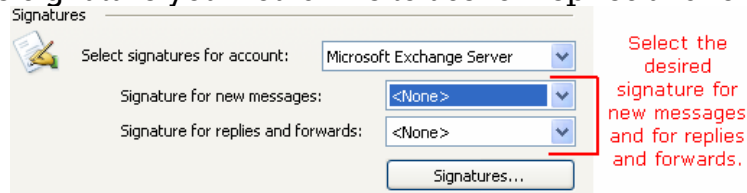
14. Click **OK**.

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