

Email signature instructions – with web banner

In the Inbox of your email account, go to:

Tools

Options

Mail Format

Signatures

Edit

Advanced Edit

Yes

(This should bring up your email Signature as a Word document)

Insert

Picture

From File (then choose the banner you wish to insert)

Double left click on the web banner you want, and the banner will appear in the Word doc

Click on the banner in your Word doc

Insert

Hyperlink

Bring up the webpage or website you wish the banner to connect to.

Click on the web address at the top

Right Mouse click *Copy*

(This should automatically put the web address at the bottom of the *Insert Hyperlink* frame)

OK

Save

Close Word doc

OK

OK

Email signature instructions – without web banner

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(This should bring up your email Signature as a Word document)

Type in the words you want using the font, colour and size of your choice ie: **IDAHO – May**
17. Click for more info

Click on the words you have chosen / typed in your Word doc

Insert

Hyperlink

Bring up the webpage or website you wish the banner to connect to.

Click on the web address at the top

Right Mouse click *Copy*

(This should automatically put the web address at the bottom of the *Insert Hyperlink* frame)

OK

Save

Close Word doc

OK

OK