How to add the Get the Facts Out Logo to your email signature

Step 1: Open Outlook and click on the 'File' tab in the upper left corner.



Step 2: On the bottom left bar, there should now be the following items. Select 'Options.'

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	Mar
Office Account	
Feedback	
Options	
Exit	

Step 3: Outlook Options should open in a new window. Select the 'Mail' tab from the list on the left-hand side.



Step 4: Under the 'Compose messages' heading, there should be an option to 'Create or modify signatures for messages.' Click on the 'Signatures' button on the right.

Outlook Options		? ×
General Mail	Change the settings for messages you create and receive.	Î
Calendar	Compose messages	
Groups	Change the editing settings for messages.	Editor Options
People	Compose messages in this format: HTML •	
Tasks	Show text predictions while typing	
Search		
Language	abc Always check spelling before sending	Spelling and Autocorrect
Accessibility	Ignore original message text in reply or forward	
Advanced	Create or modify signatures for messages.	Sig <u>n</u> atures
Customize Ribbon		
Quick Access Toolbar	${f A}^{a}$. Use stationery to change default fonts and styles, colors, and backgrounds.	Stationery and <u>F</u> onts

Step 5: This should open another new window. If you have any existing email signatures, they will be listed here. Either select the signature you wish to edit from the list or select 'New'.

Signatures and St	ationery	?	×
E-mail Signature	Personal Stationery		
E-mail <u>a</u> ccount:			\sim
Sele <u>c</u> t signat	ire to edit		
School	or	New	
		<u>D</u> elete	

Step 6: Add any text you want to appear in your email signature, then return to the EmailLogos.docx Word Document. Click on whichever photo you want to add to your email signature and copy it. Then return the 'Signatures and Stationery' dialogue box and paste in the image. The hyperlink to the Get the Facts Out website should remain on the image. To check this, you can right click on the image and select 'Edit Hyperlink.'



Step 7: When you are done, make sure you select your new signature as your default for new messages. Then click 'OK'

Choose default signa	ature		
New <u>m</u> essages:	GFO		~
Replies/ <u>f</u> orwards:	(none)		~
		ок	Cancel

Step 8: Click 'OK' on the bottom of the 'Outlook Options' window to close it and return to your inbox.

Message arrival		
When new messages arrive:		
└──———————————————————————————————————		
Briefly change the mouse pointer		
Show an envelope icon in the taskbar		
✓ Display a Desktop Alert		
Enable preview for <u>Rights</u> Protected messages (May impact performance)		_
	ОК	Cancel

If you don't want to use this email signature as your default, you can always add it to specific emails by clicking the 'Signature' menu under the 'Message' tab.

