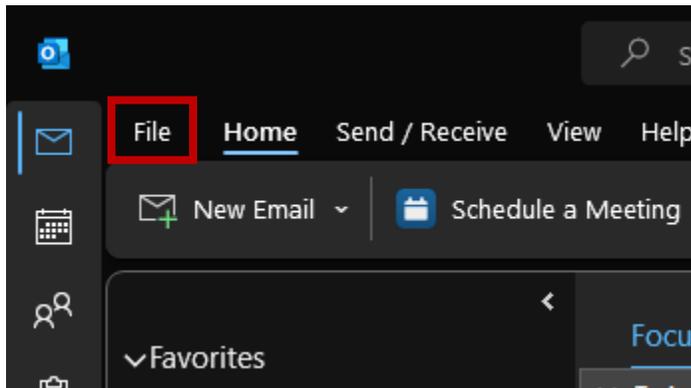
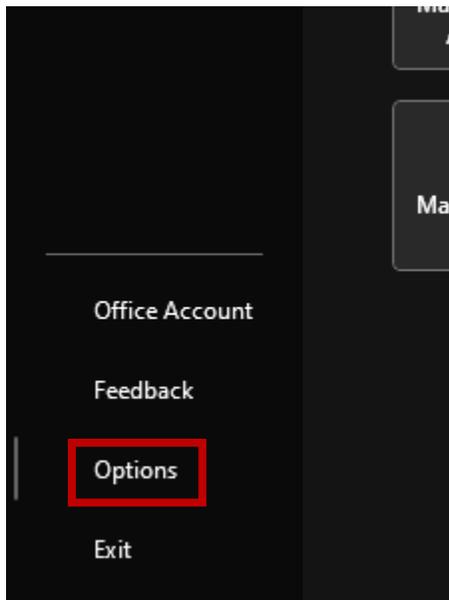


How to add the Get the Facts Out Logo to your email signature

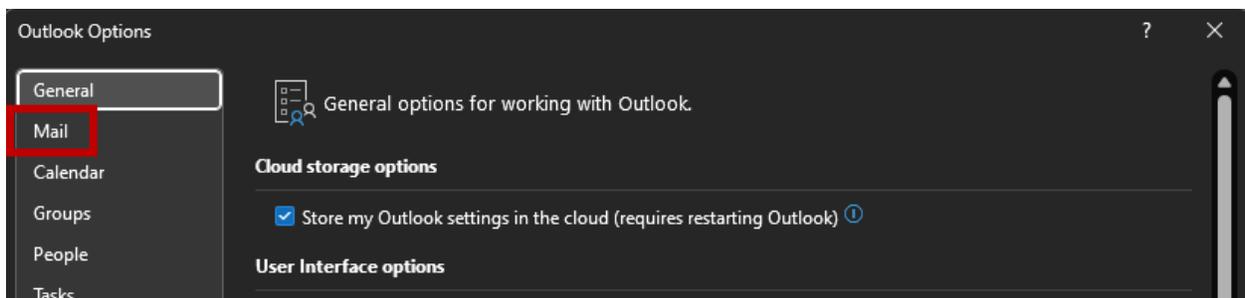
Step 1: Open Outlook and click on the 'File' tab in the upper left corner.



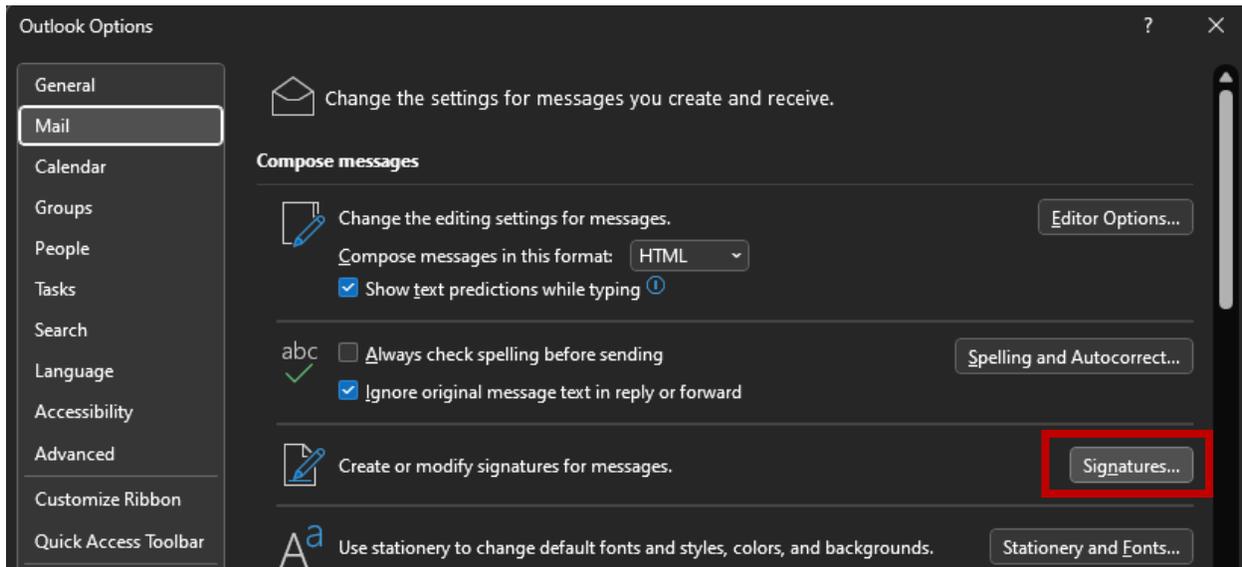
Step 2: On the bottom left bar, there should now be the following items. Select 'Options.'



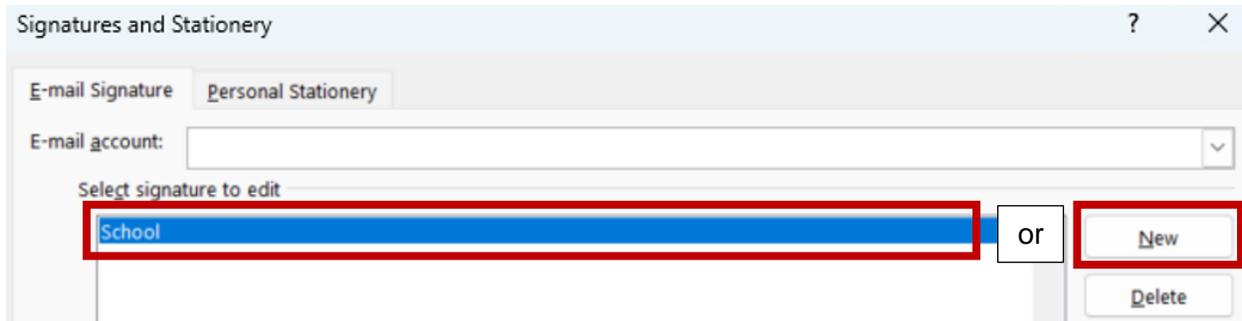
Step 3: Outlook Options should open in a new window. Select the 'Mail' tab from the list on the left-hand side.



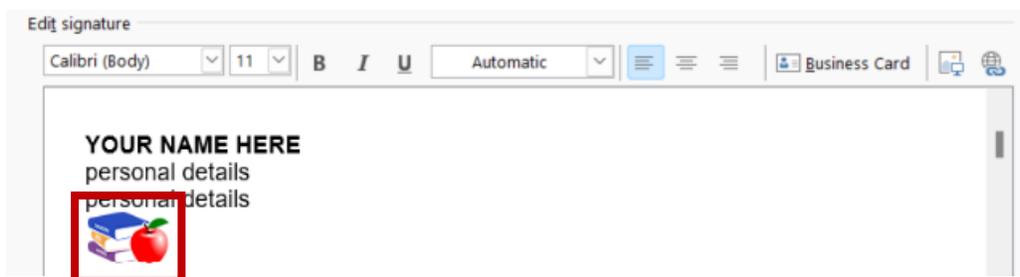
Step 4: Under the 'Compose messages' heading, there should be an option to 'Create or modify signatures for messages.' Click on the 'Signatures' button on the right.



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'.



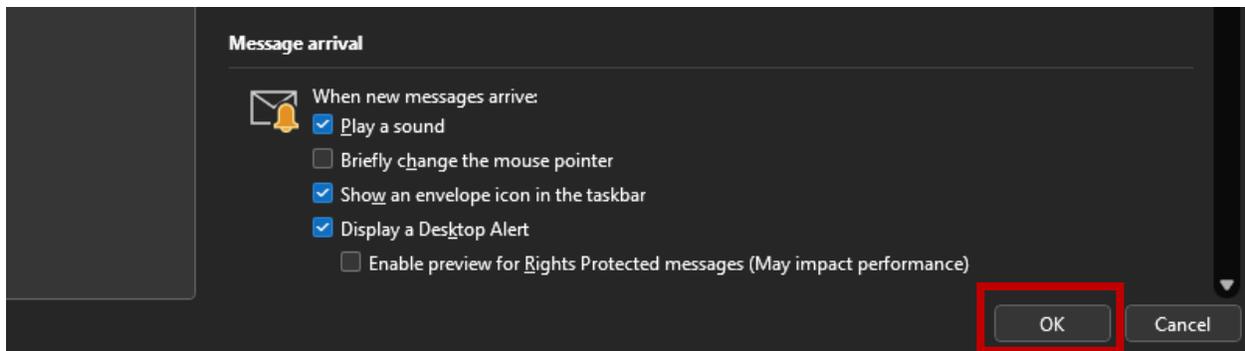
Step 6: Add any text you want to appear in your email signature, then return to the EmailLogos.docx Word Document. Click on whichever photo you want to add to your email signature and copy it. Then return the 'Signatures and Stationery' dialogue box and paste in the image. The hyperlink to the Get the 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'



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



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.

