Insert Images into E-mail Sigatures

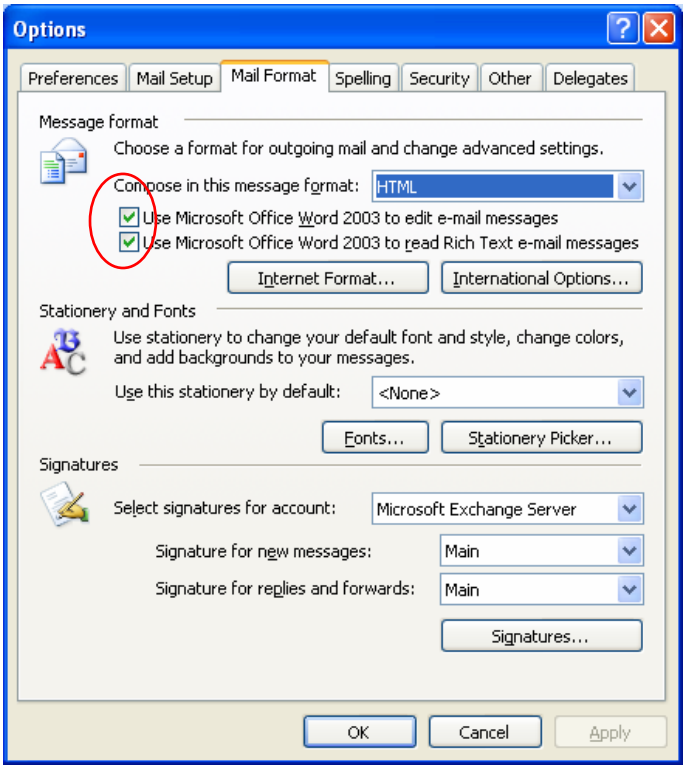
Applies to: Microsoft Outlook 2003 & Microsoft Word 2003

Note: This is option is only available when using Word as your e-mail editor. You can check to see if Word is the editor by following the steps in Section 1. If you already know that Word in the editor then you may skip to Section 2.

Note: “click” in this document will refer to clicking the left mouse button unless otherwise specified.

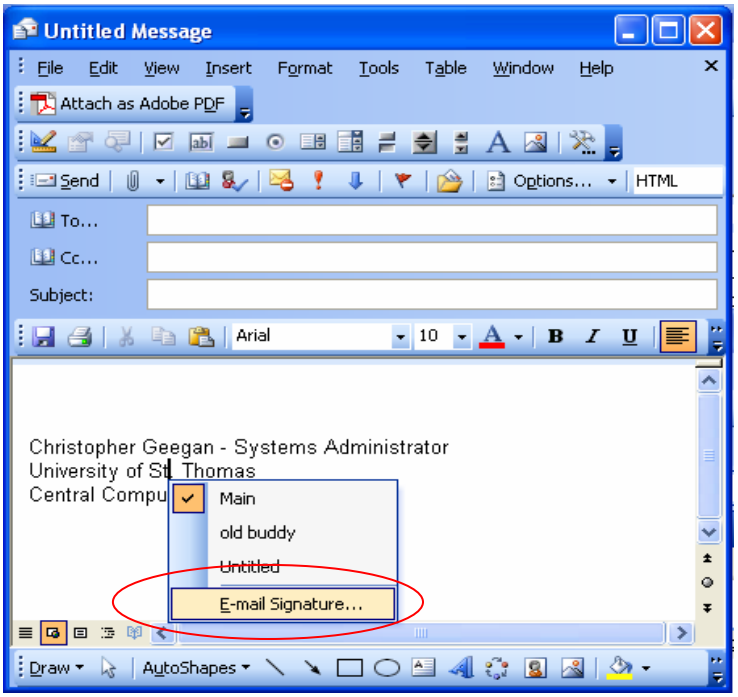
Section 1 – Check if Word is your e-mail editor

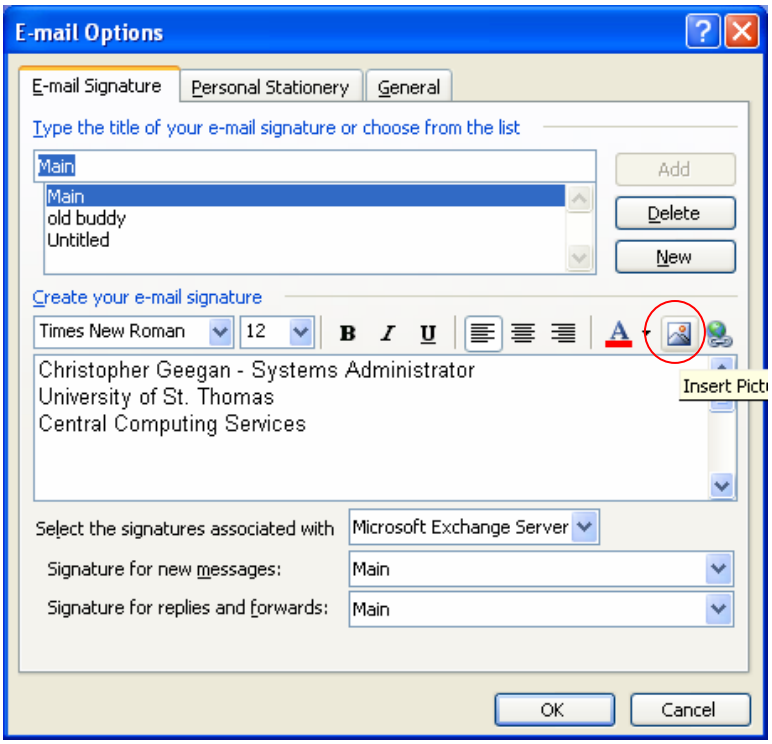
1. Open Microsoft Outlook.
2. Click the “Tools” menu. Then click “Options”.
3. Click the tab named “Mail Format”.
4. Locate the top section named “Message format”.
5. To set Word as the email editor click the check box next to “Use Microsoft Office Word 2003 to edit email messages”.
6. Click “OK” at the bottom of the window.



Section 2 – Insert an image into an e-mail signature

1. If in the Mail view (where you can see your messages), click “New”. Otherwise click File | New | Mail Message.
2. Right-click on the current signature and select E-mail Signature.
3. Select the signature you want to edit by clicking on it or create a new one.
4. Once the signature is selected the text will be displayed in the bottom box. Click where in the text you



want the picture to be inserted.

5. Click the Insert Picture button.
6. Select the desired picture and click “Insert”.
7. Click “OK” to close the window.
8. Now the signature has the picture added to it. Right-click the signature again and select the one with the picture added.