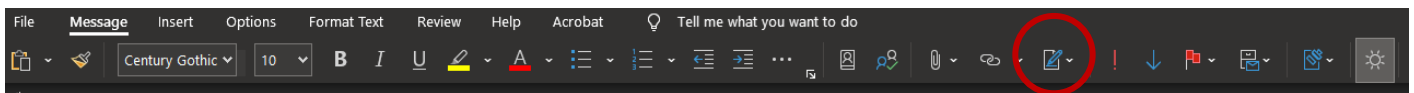


Instructions for Outlook App:

1. Start a **new email**
2. Click the **signature button** in the message toolbar and select **"Signatures"**:



3. Choose the signature you want to update. **"Default signature"** is the one most people use. Under **"Edit signature"**, paste the image for your event (provided by Comms) at the end of the signature. Make sure you size it appropriately.
4. Right click the image and select **"link"**, pasting the **event URL** (provided by Comms) into the link box.
5. Click **"okay"** and return to your new email.
6. Click **"OK"**
7. Once in the email, click the signature button again and select **"Default"**. Make sure your signature updated.

Instructions for Outlook Web:

1. Open your Outlook Email
2. Click the **Settings** gear icon in the tool bar and select **"View all Outlook Settings"**
3. Under **"Mail"**, select **"Compose and reply"** (second option in the list). This will open up the email signature editor.
4. Choose the signature you want to update. Paste the image for your event (provided by Comms) at the end of the signature. Make sure you size it appropriately.
5. In the toolbar, click the **"link"** icon (2nd to last one in the row), pasting the **event URL** (provided by Comms) into the link box.
6. Select both **"Automatically include my signature..."** options and close out.
7. Ensure that your signature has been added to your next new email and that the photo is sized appropriately. If not...
 - a. Click the three dots next to the emoticon and select **"insert signature"**.

