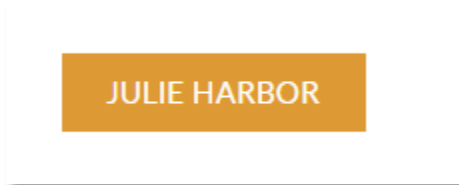


Instructions for installation of Email Signature in Outlook for Office 365:

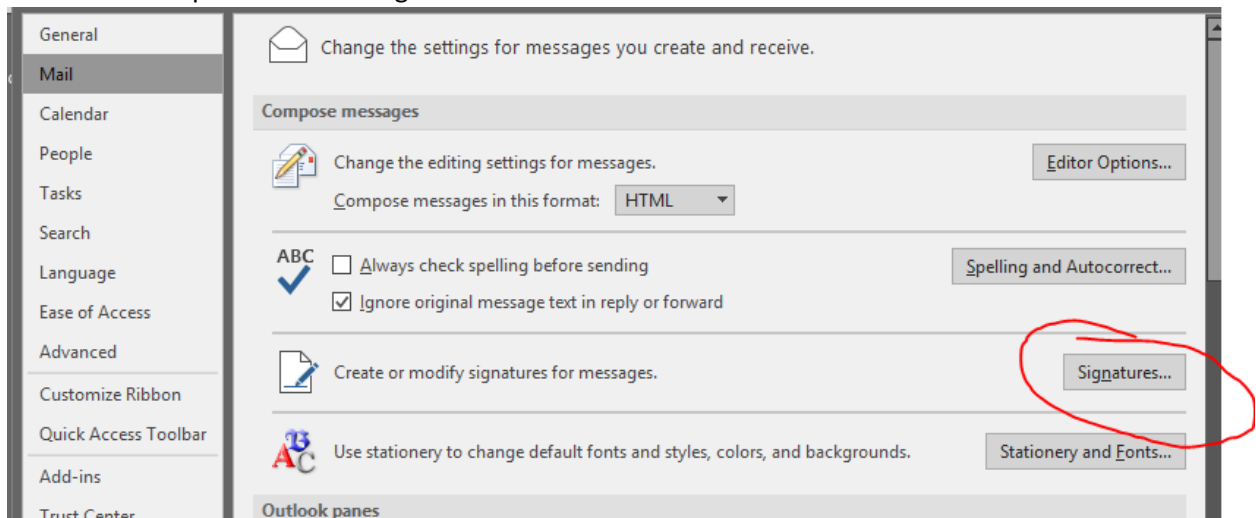
1. Make sure that you are using Google Chrome Browser. You can download that here: <https://www.google.com/chrome/>
2. Click the link for the relevant signature



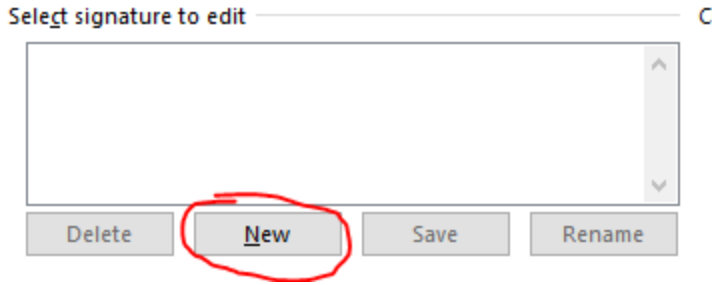
3. When the signature opens in a new window press Ctrl + A to select the whole signature



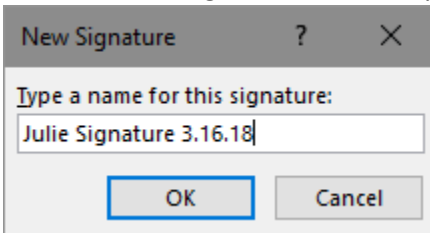
4. Open outlook and navigate to the follow path:
  - a. File > Options > Mail > Signatures



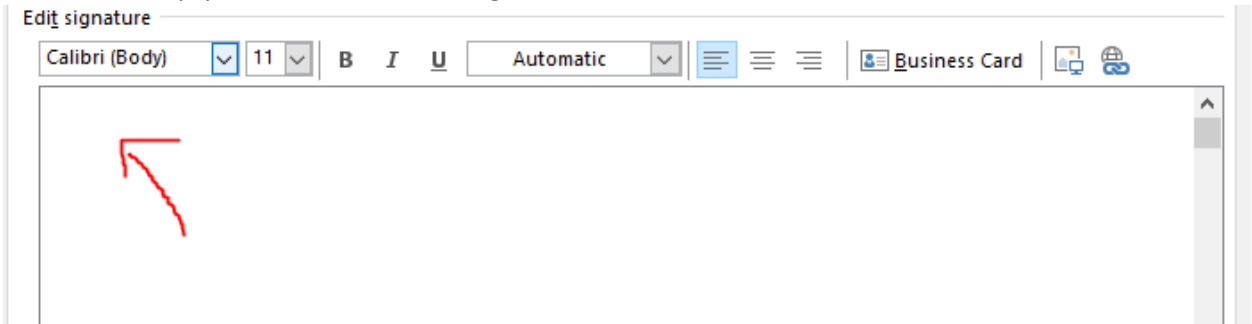
5. Click New on under the top left window



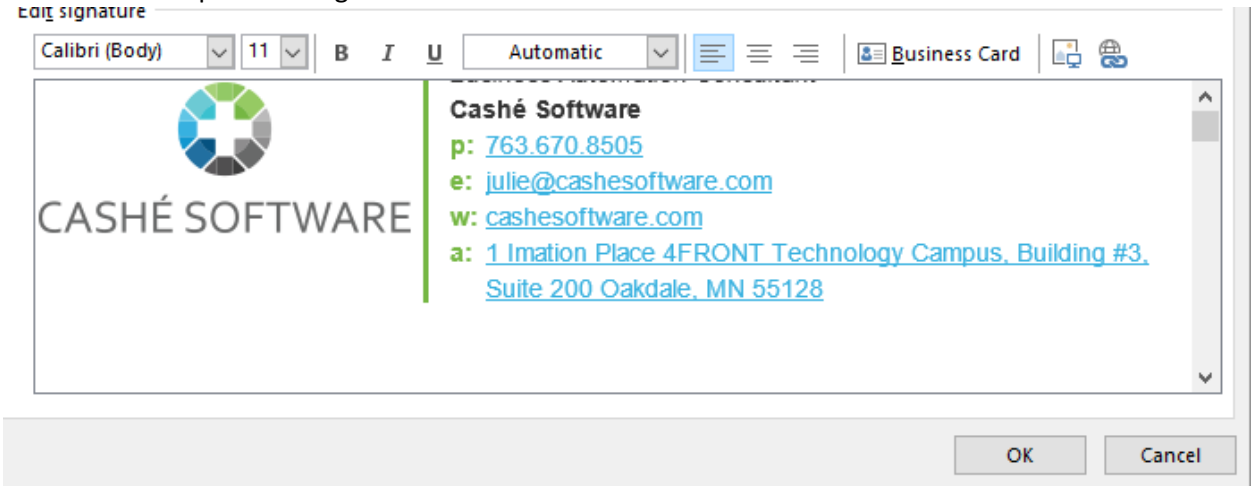
6. Name the new signature whatever you would like and then press "ok"



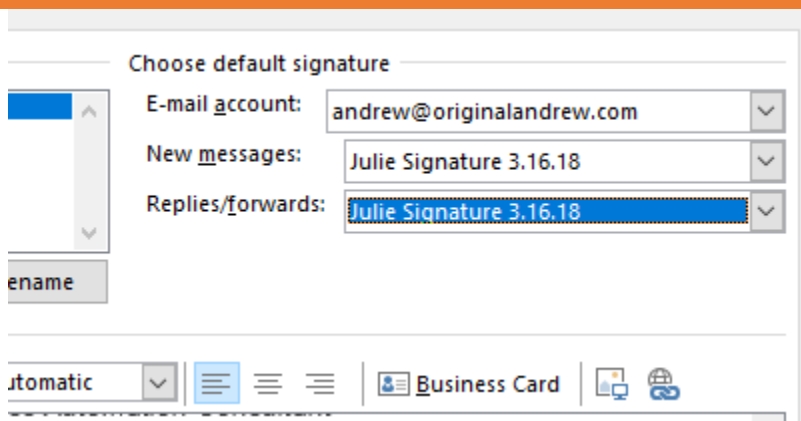
7. Click in the empty window below "edit signature"



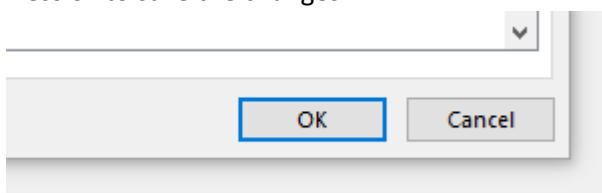
8. Press Ctrl + V to paste the signature:



9. Make sure that the newly created signature is selected in the drop downs on the right:



10. Press ok to save the changes



11. All done!