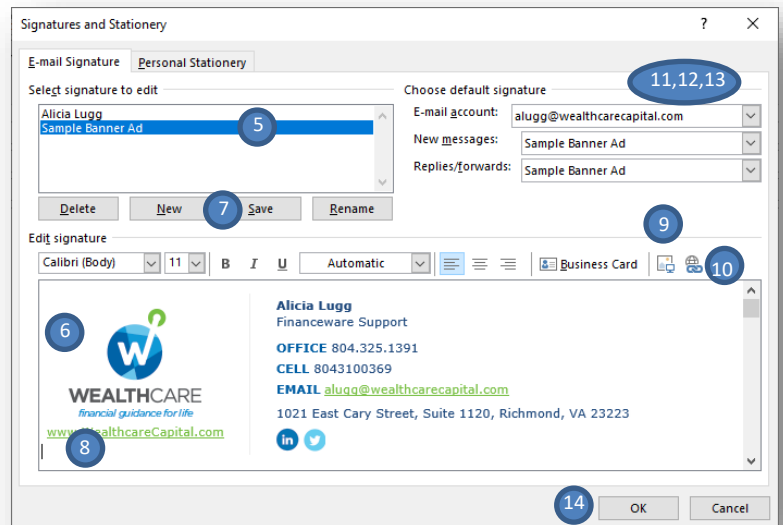
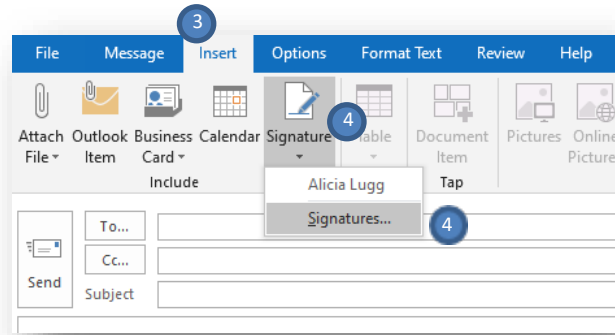


Adding a Digital Banner to your Email Signature in Outlook

- 1) Save your Digital Banner to your Computer
- 2) Start a New Email
- 3) Click the **Insert** tab in the ribbon at the top of the page
- 4) Click on **Signature** and then **Signatures** from the dropdown
- 5) Under **Select Signatures to Edit** choose your signature
- 6) **Copy** your original signature
- 7) In the Select Signatures to Edit window click **NEW** and **name your new signature**
- 8) **Paste** your email signature in the **Edit Signature** window
- 9) To the far right of the window click the **Image Icon** (looks like a computer monitor), select the **saved banner** and click **OK**
- 10) To **embed a link** to a website, select the **banner** and click the **Link icon**.
- 11) Add the **URL** into the window next to address and click **OK**.
- 12) Under **Choose Default Signature** select the **email account** you want the signature to be displayed
- 13) Under **New Message** select the name of the **new signature**
- 14) Under **Replies and Forwards** select the name of the **new signature**
- 15) Click **OK** to complete.
- 16) **Test your new signature** by starting a new email and sending it to yourself.



***Please note...any Digital Banner you want to add must be approved by Wealthcare and LPL compliance first.