## GDX360°

## 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.

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