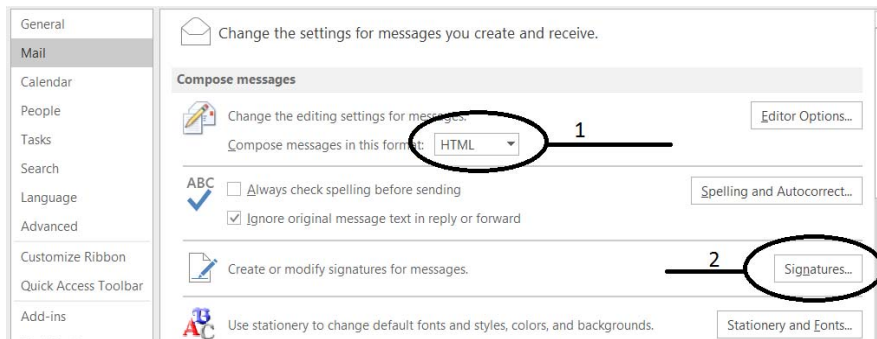


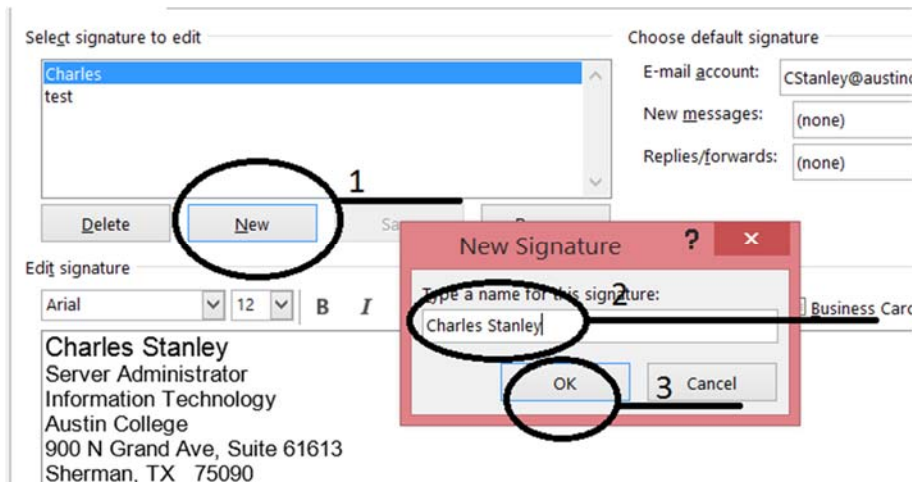
Email Signature Block

Guidelines for creating your signature block for Outlook can be found at <http://www.austincollege.edu/wp-content/uploads/2009/11/Brand-Guide-2014.pdf>

In Outlook go to File, Options, and Mail. Here you will need to set (1) Compose Message to HTML or Rich Text for the logo to display correctly, then select (2) signatures

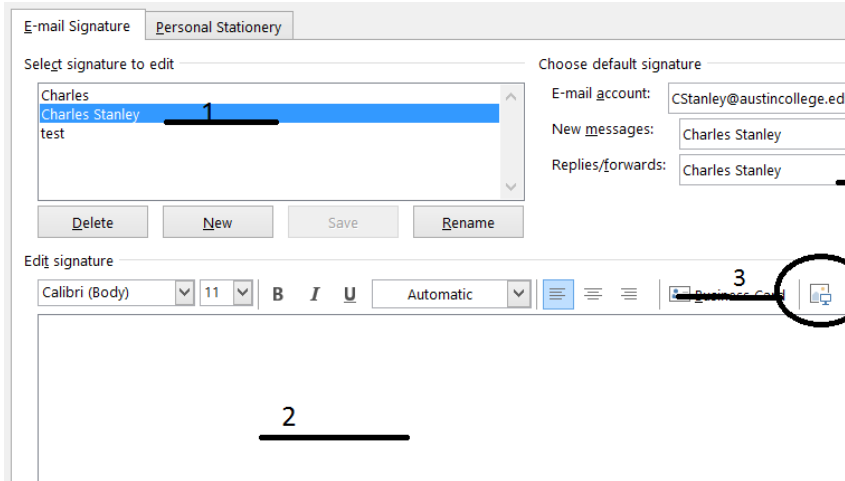


Select (1) New, give the signature a (2) Name, and select (3) Ok

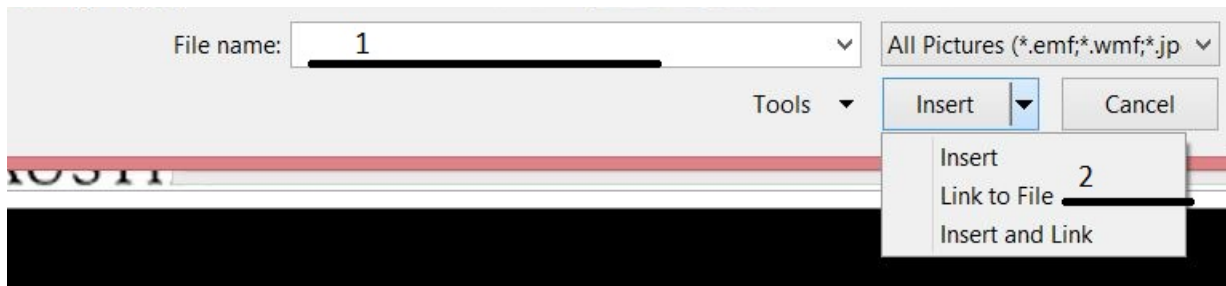


Insure that you are on the newly created (1) signature then enter the required

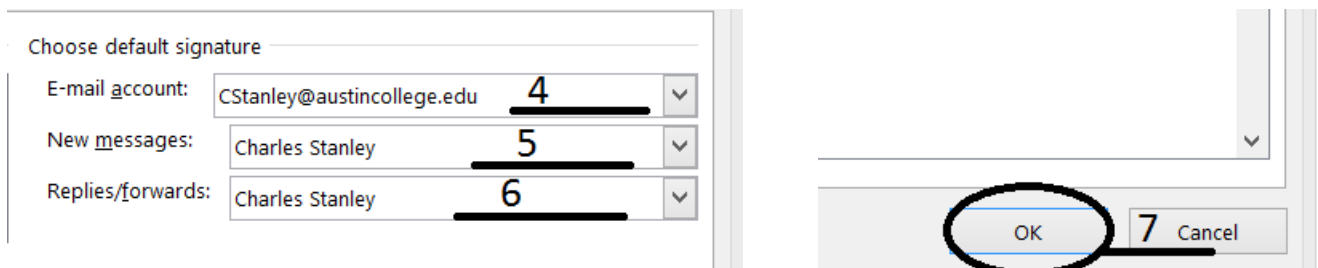
information in the (2) Edit signature window in accordance with the guidelines in the Brand-Guide-2014.pdf. To enter the logo select (3) Insert photo



This will open up a window to allow you to select the photo, here you will enter the (1) file name https://www.austincollege.edu/images/AusColl_Logo_Email.gif. Select the (2) drop down and select Link to file that will close the window and you can complete the rest of the steps.



Insure the account in (4) E-mail account is correct and options 5 and 6 will dictate how the signature is applied to emails.



Then select (7) Ok, and then ok a second time.