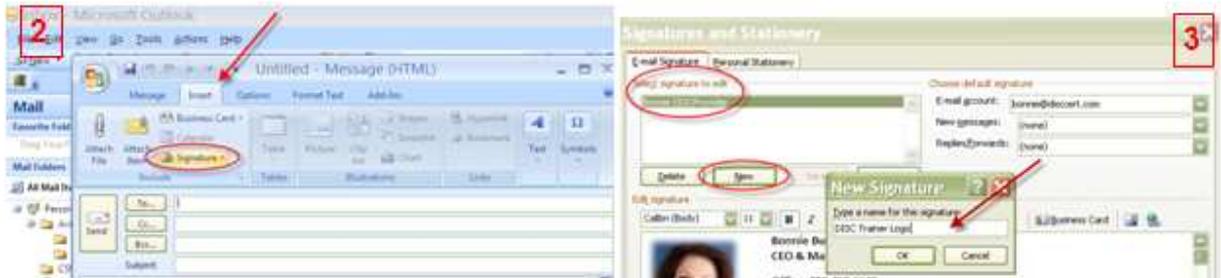


Step 1: Attached to my email is the DISC trainer seal.

- Save this file by right clicking the attachment and selecting “Save As...” and save to your computer, wherever is easiest for you (i.e. desktop or pictures).

Step 2: In Outlook, open a new message:

- Click on the “Insert” tab. And then click “Signature” and select “Signatures...” (This will open a new window.



Step 3: In this new window you can either:

- Select an existing signature to edit by highlighting create a new signature **OR** create a new signature by clicking “New”
 - You’ll have to type in a label for a new signature then click “OK” (I’ve titled the new signature “DISC Trainer Logo”)

Step 4: Now we will edit your signature (Make sure you select the correct signature to edit)

- Click on the Picture Icon to insert the picture of the seal you saved earlier. It will be added into your text box! (Add text, if you like - your name, title, etc.) Click “OK” once you’re done editing.



Step 5:

Now you can add your signature to your new email message!

- Click on the “Insert” tab. Click on “Signature” and select and it will be added to the body of your email!

****Email or call me to set up a quick (15 min) webinar****