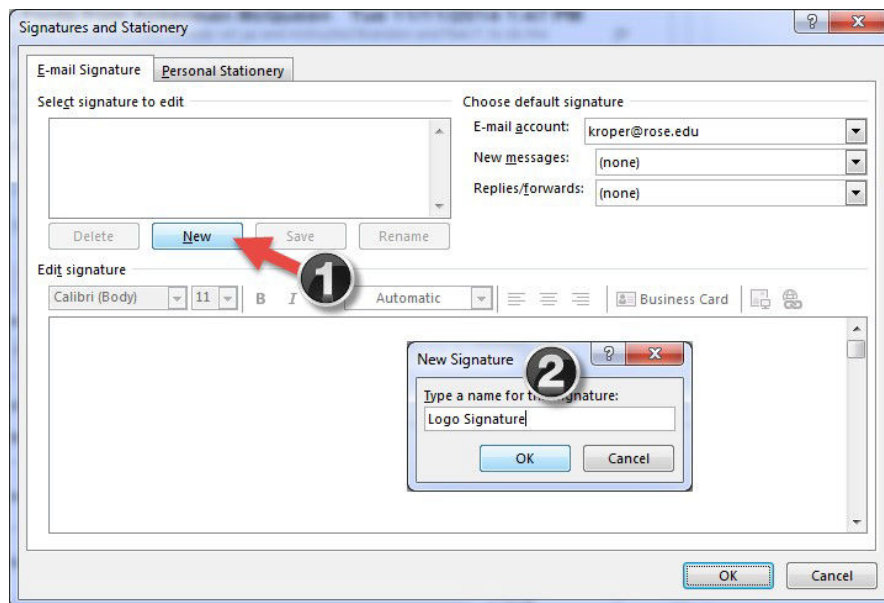


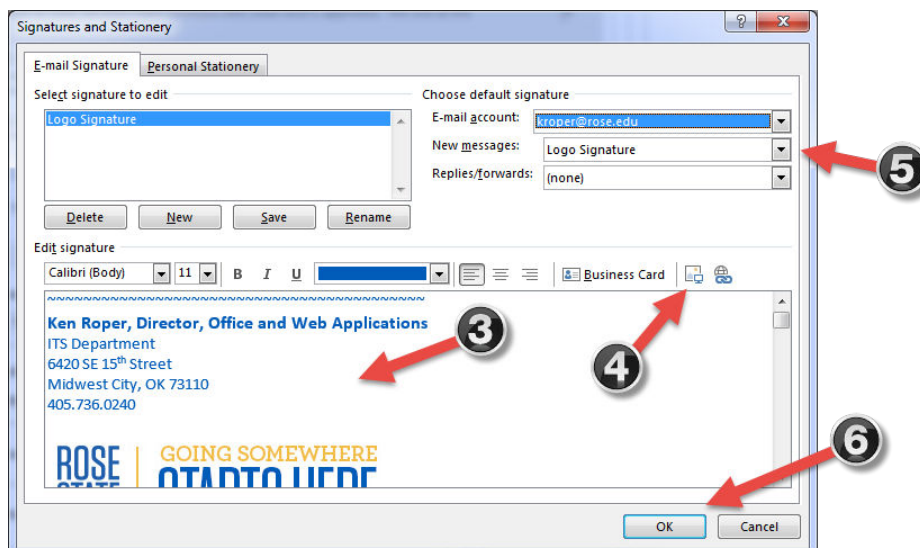
How to Create an Outlook Signature Using the RSC Logo/Tag Line

Please follow these instructions to create a signature with the logo. The logo is available on the R: drive in the folder **Public/RSC Logos** and is named **RSC-email-tag.jpg**. Place the logo below your contact information. Note that all messages are to use the logo and **no quotes or sayings** are to be used in email signatures.

- In Outlook click the **File** tab.
- Click **Options** in the left pane.
- Click **Mail** in the left pane.
- Click the **Signatures...** button.
- Click the **New** button on the E-mail Signature tab (step 1 below). Name the signature and click **OK** (step 2 below).



- Enter and format your contact information in the editing screen (shown in image below as **step 3**).
- Click the icon identified as **step 4** below to select and insert the RSC Logo file in the signature window. The path to the signature file is: R:/Public/RSC Logos/RSC-email-tag.jpg or on the RSC website here: <https://www.rose.edu/media/14504/outlook-signature.jpg>
- Choose when to use the signature shown as **step 5** below. You may use the signature on both new messages and on replies and forwarded mail.



- The last step (**step 6**) is to click **OK**. Test your signature by creating a new message.