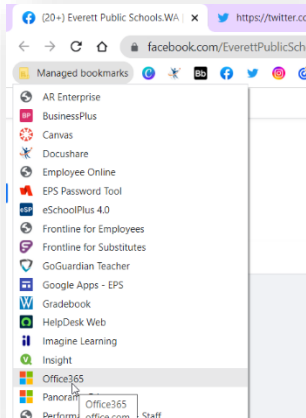
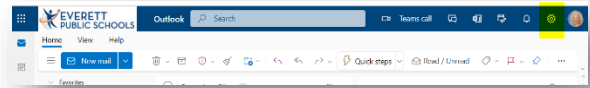


Office 365 Outlook Email Signature Line with social media icons-instructions

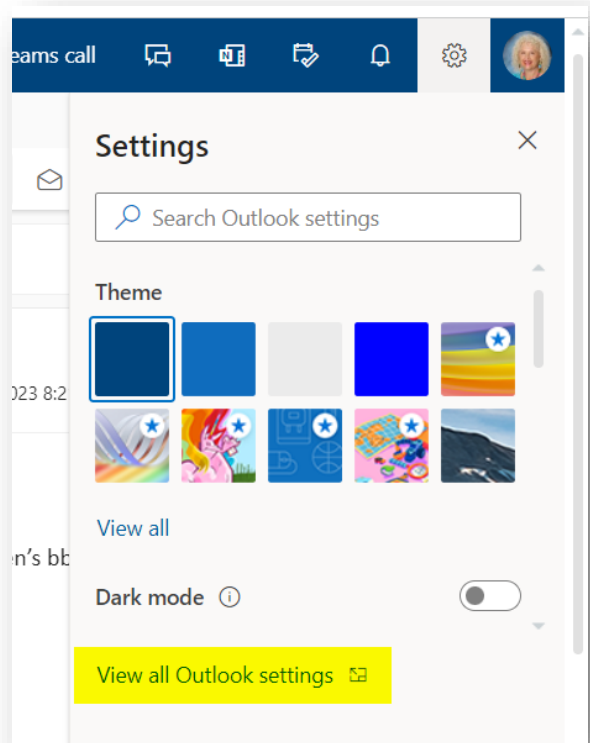
1. Log into Office 365 (under Managed Bookmarks)



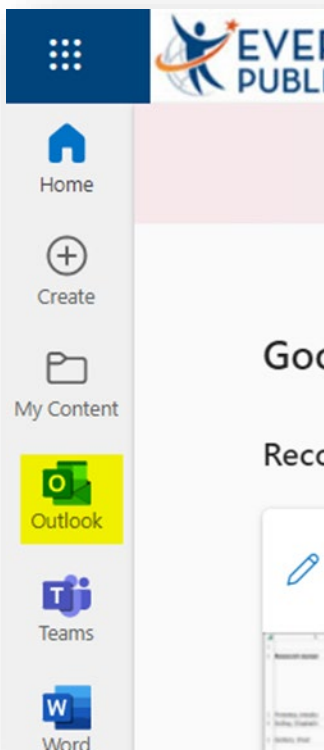
3. Click on Setting icon



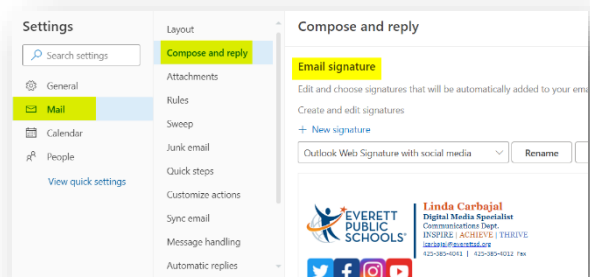
4. Click on View all Outlook settings



2. Select Outlook

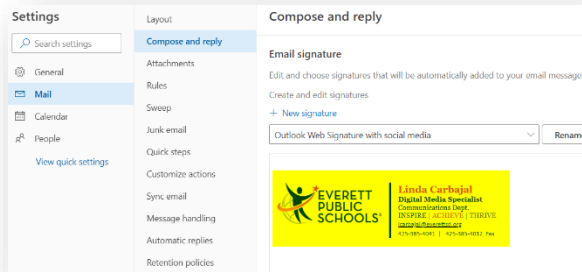


5. Select Mail, Compose and reply and scroll to Email signature

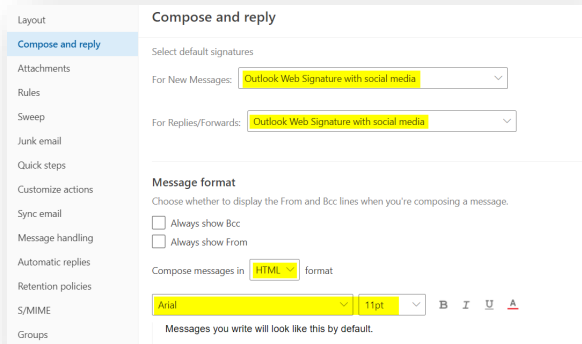


Office 365 Outlook Email Signature Line with social media icons-instructions

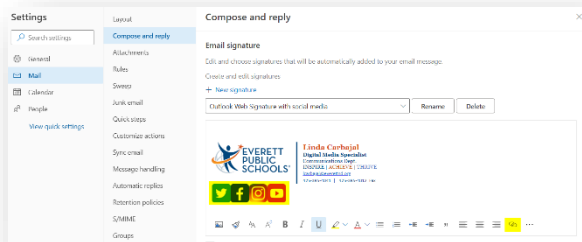
6. Copy your signature line from Word and paste here. EPS logo must be 250x97px



9. Scroll down and confirm these settings and SAVE.



7. Add social media icons, must be 40x40px



8. Select each icon and click on the 'link' tool to add your URL.

