Adding a Logo to Your E**‐**Mail Signature (PCs)

1. Place the logo image on your desktop or somewhere you can readily access it.
2. In Outlook, open a new e**‐**mail.
3. At the top, you'll see an option for "Signature." Click on this and then choose "Signatures" to pull up your current e**‐**mail signature or to create a new one.
4. Go into the "Edit Signature" box and click where you would like the image to go.
5. In the menu for "Edit Signature," you'll see an icon for adding an image that looks like a mountain with the sun over it. Click on this to locate the logo on your computer.
6. Choose the logo and click "Insert."
7. If the image is where you want it within your signature, click "Okay." If not, you can click on the image and delete it, place your cursor where you want the image to go, and then repeat steps 4 and 5.

Adding the Morrill Act Logo to Your E**‐**Mail Signature (Macs)

1. Place the logo image on your desktop or somewhere you can readily access it.
2. From the Outlook Menu, choose "Preferences."
3. Under "E**‐**mail," choose "Signatures" to pull up your current e**‐**mail signature or to create a new one.
4. Click and drag the logo image into the signature wherever you would like it to be.