*How to add an image to your email signature*

1. Download the appropriate image from the ACDIS website and save it to your computer.
	1. If you’re using Outlook, continue with steps 2-5; For Gmail, skip to steps 6-8.
2. **Outlook instructions:** In Outlook, open a new message, click on the “Insert” tab, and click on the “Signature” dropdown. Select the “Signatures” item from the menu.





1. Click the “New” button in the pop up box, type the name of your new signature, and click “OK.”





1. Type your signature information into the text box under “Edit signature” and then click on the photo icon. This will bring up a file folder. Locate the signature image, click it, and click “insert.” To save the signature, just click “OK.”



1. To insert your new signature, click on the same “Signature” dropdown in your new message pop up, and select the correct signature.



1. **Gmail instructions:** In your Gmail inbox, click on the “Settings” icon and select “Settings” in the dropdown menu.



1. Scroll down the settings page to the “Signatures” box. Fill in your info and then click on the “image” icon. This will bring up a box. Select “Upload” and click “Select a file from your computer.” Locate your image, select it, and click “Open.” This will insert the image into your signature.









1. Scroll down to the bottom of the Settings menu and click “Save changes.” Your signature will automatically add to any new messages you compose.

