1

Select and copy (ctrl+c) a banner   
to clipboard from below

THIS IS WHAT THE SELECTION SHOULD LOOK LIKE



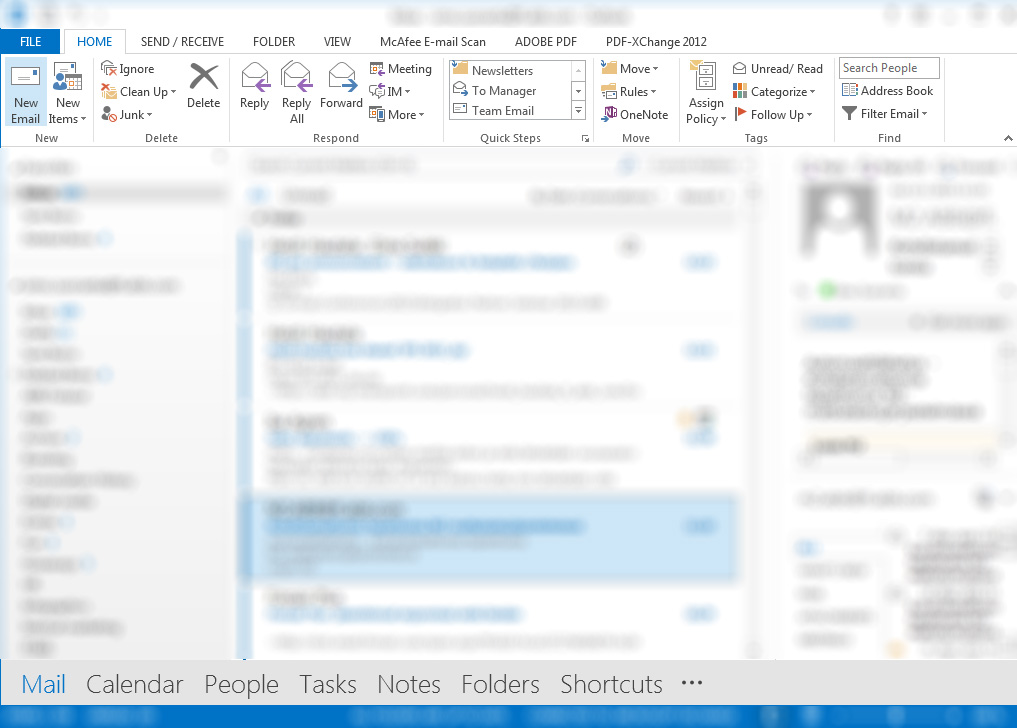
[](http://new.abb.com/oil-and-gas)

[](http://new.abb.com/low-voltage/zh/industries/hvac)

[](http://new.abb.com/cn/oil-gas-petrochemical)

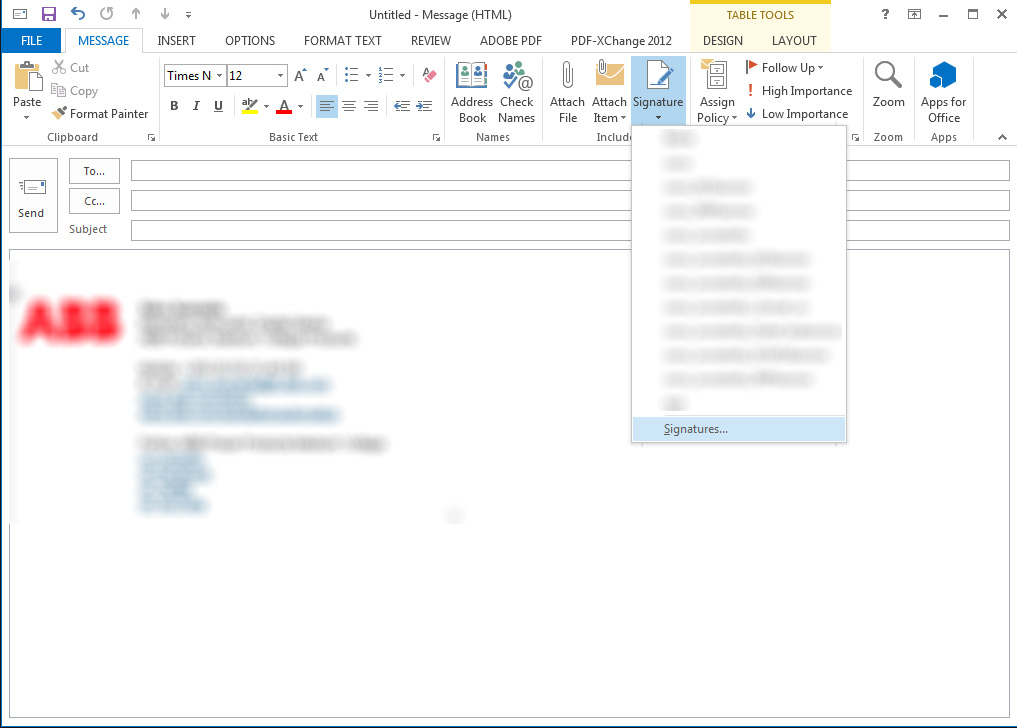
2

Go to Outlook mail and   
click on “New Email”



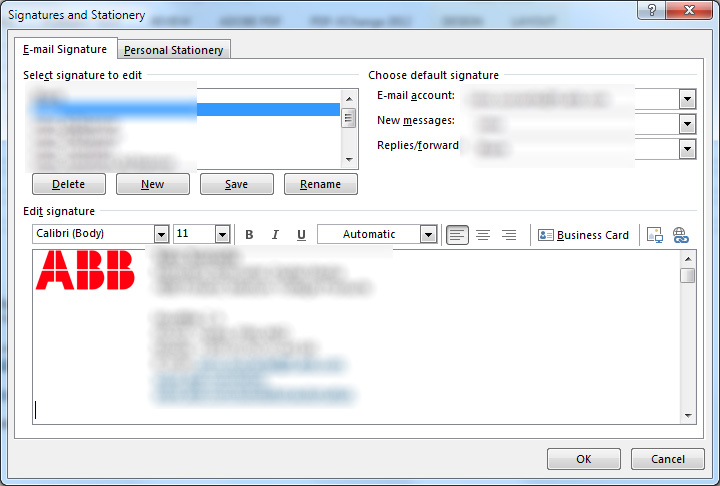
3

Click on “Signature” and  
continue to “Signatures…”



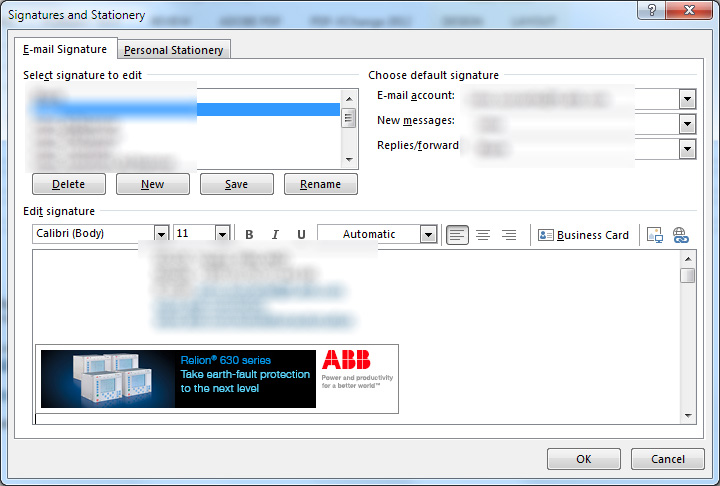
4

Select signature to add the banner to,  
scroll down to the bottom and place the cursor to an empty row after your signature



4

Paste (ctrl+v) the banner to  
your signature and click “OK”



5

**Congratulations!** You are now ready to  
promote our products and services using  
 email banners!

**Your email banner also includes a link to a relevant web page.**

Additionally, you can create multiple signatures with different banners to choose from. Additional signatures will appear in the same menu as seen in step 3.