1

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

THIS IS WHAT THE SELECTION SHOULD LOOK LIKE









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.