1

Select (highlight) and copy (ctrl+c) the banner below



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



5

Click the hyperlink icon  and paste the URL below into the “address” line

<https://tnb.ca/en/publications/?id=61>

click “OK”

6

**Congratulations!** You are now ready to
promote ABB.

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