Step #1: Download Your Signature Image

Visit the PSX Signature page (<u>www.psxgroup.com/2019signatures</u>) to download your signature image by right clicking on your signature and "Save Image As" to your computer.

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2019 SIGNATURES												
Standard PSX Email Signatures												
The following images are the standard PSX Email Signature that should be used.												
	If you have changes or need a signature image, contact marketing@psxgroup.com. Please include the correct											

Step #2: Compose a New Message and Select "Signatures"

Compose a new message, then right click on the "Signature" button.

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Step #3: Create a "New" Signature

Click **"New"**.

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Step #4: Name Your Signature

Name your signature a name and click **"OK"** to save.

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Step #5: Select "Insert Image"

Click on the **"Insert Image"** icon.

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Step #6: Insert Your Signature File

Navigate to the signature image you downloaded in Step #1 and click "Insert".

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Step #7: Don't Stop Here!

DO NOT click **"OK"** yet as you will now change the image size.

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Step #8: Right Click on the "Picture" Option

To reduce the size of your signature, right click on the image and select "Picture".



Step #9: Change the Width of Your Signature

Click on the **"Size"** tab. **IMPORTANT:** Before changing the size, make sure the **"Lock Aspect Ratio"** and **"Relative to original picture size"** boxes are checked. Then, change the width to 1.35".

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Step #10: Save Your New Signature

Click "OK" to save.

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Step #11: Test it Out!

To test your new signature, compose a new email and send to marketing@psxgroup.com and CC yourself.

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