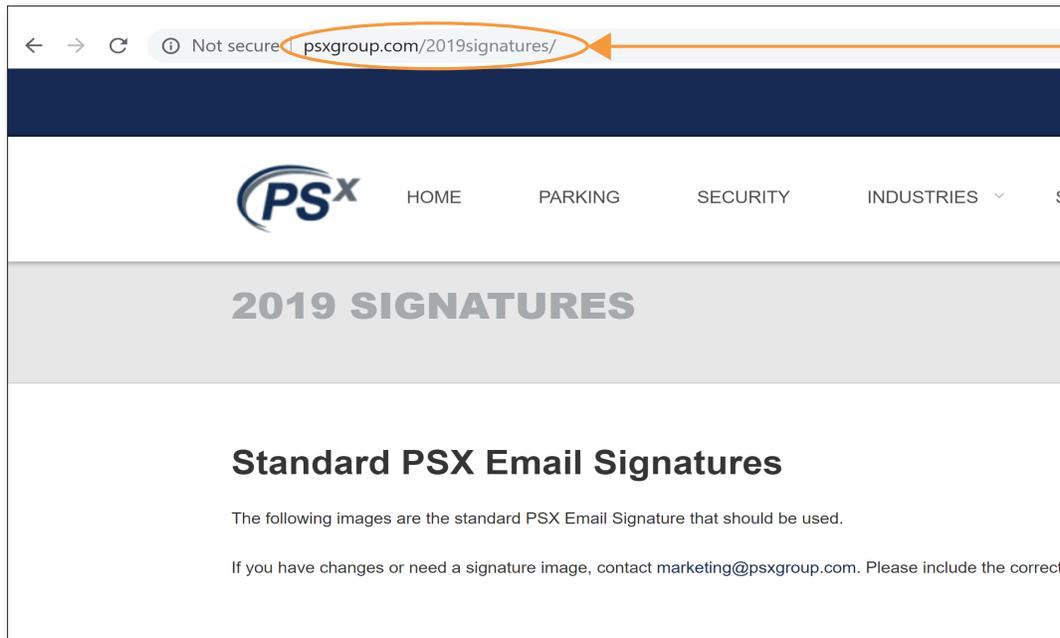




How to Add Your Signature in Outlook

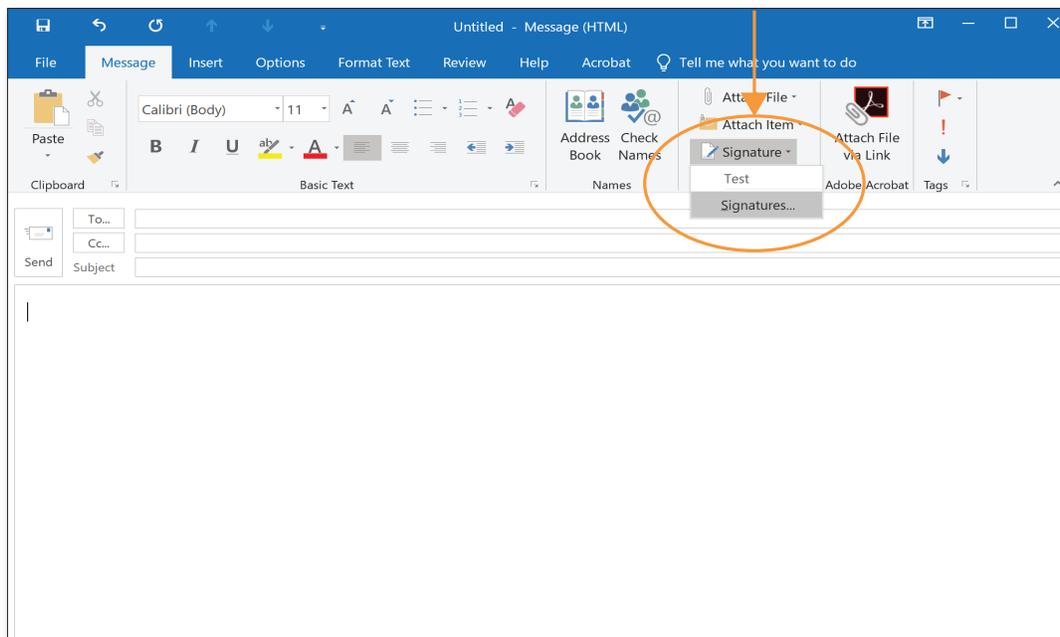
Step #1: Download Your Signature Image

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



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

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

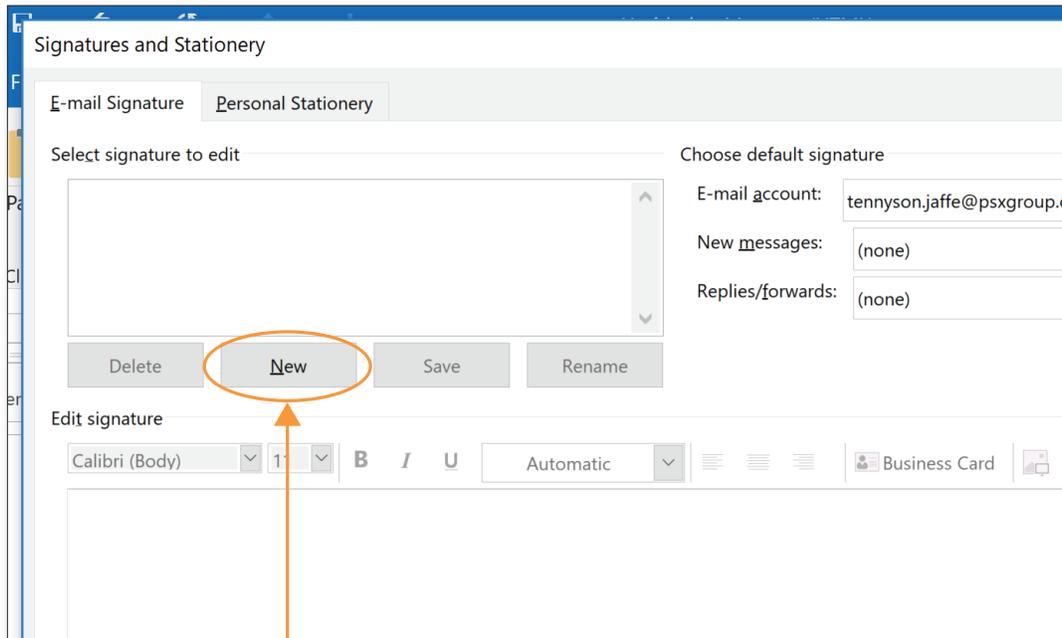




How to Add Your Signature in Outlook

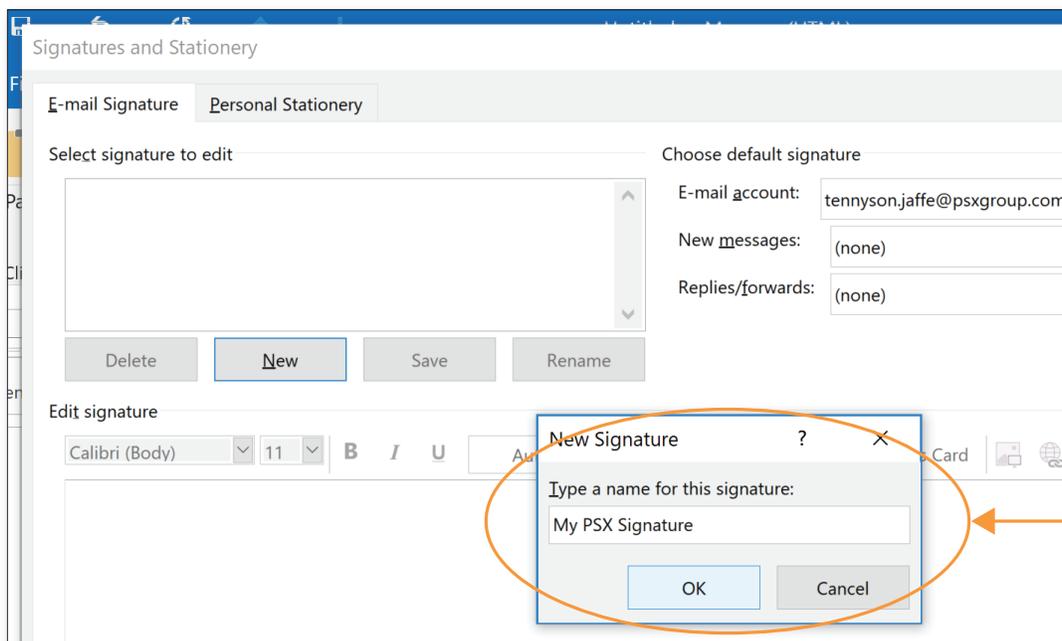
Step #3: Create a "New" Signature

Click "New".



Step #4: Name Your Signature

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

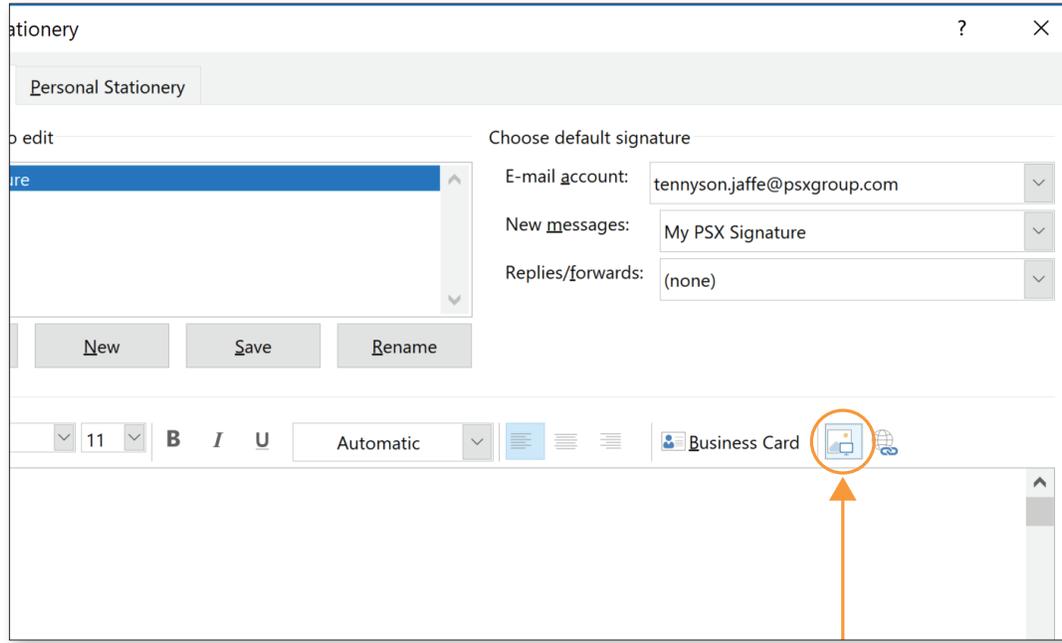




How to Add Your Signature in Outlook

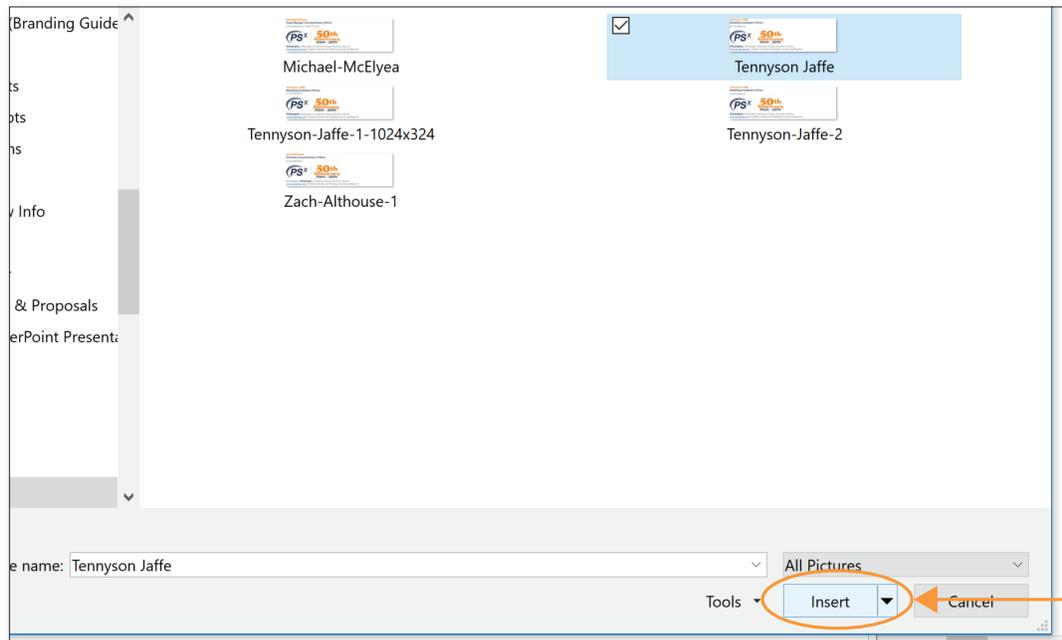
Step #5: Select “Insert Image”

Click on the “Insert Image” icon.



Step #6: Insert Your Signature File

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

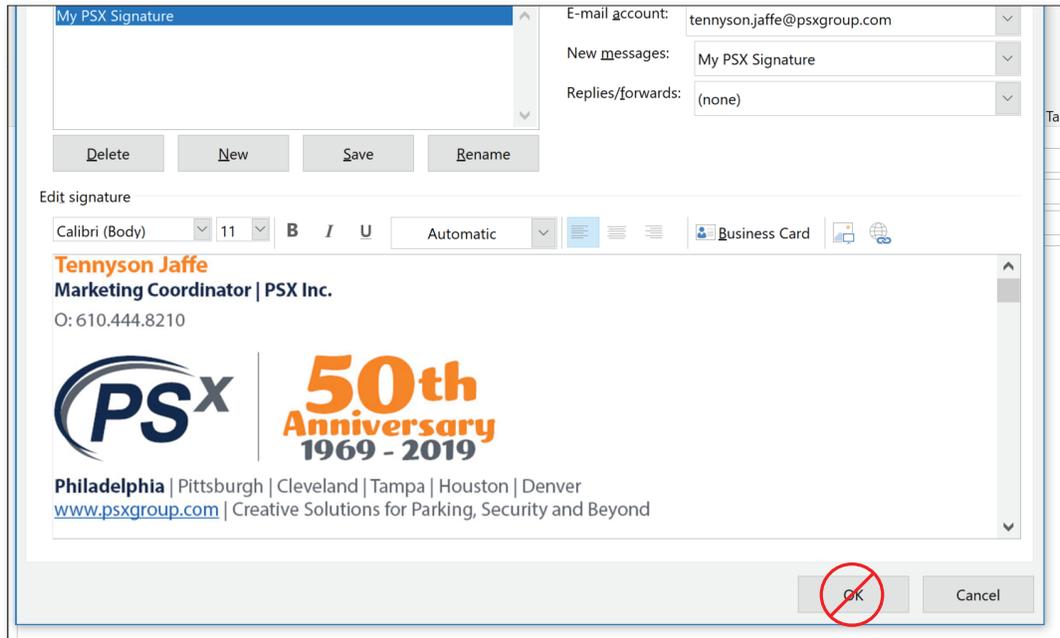




How to Add Your Signature in Outlook

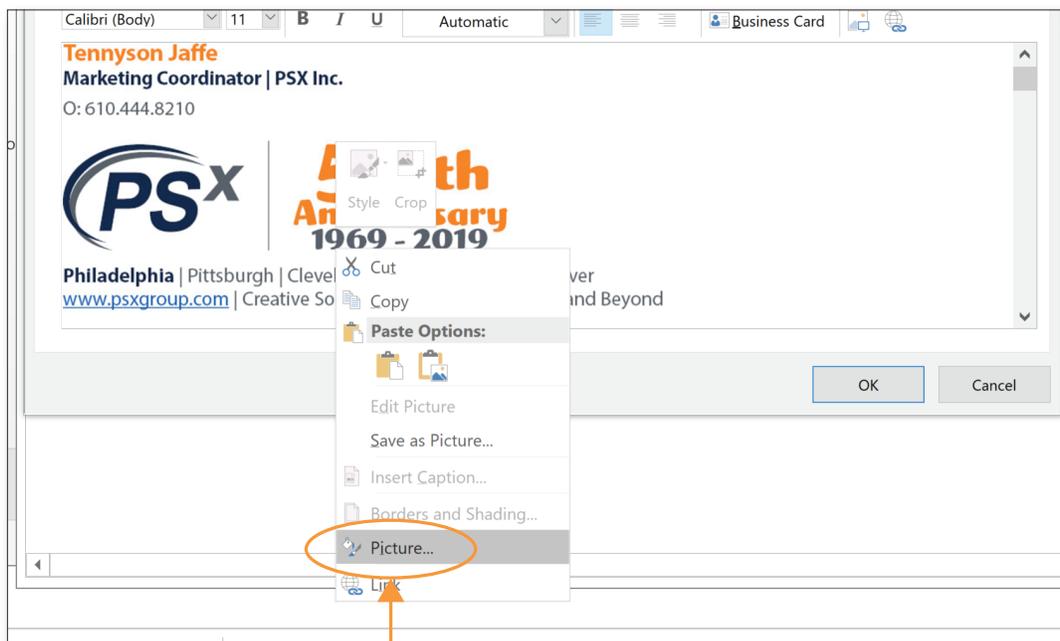
Step #7: Don't Stop Here!

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



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

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

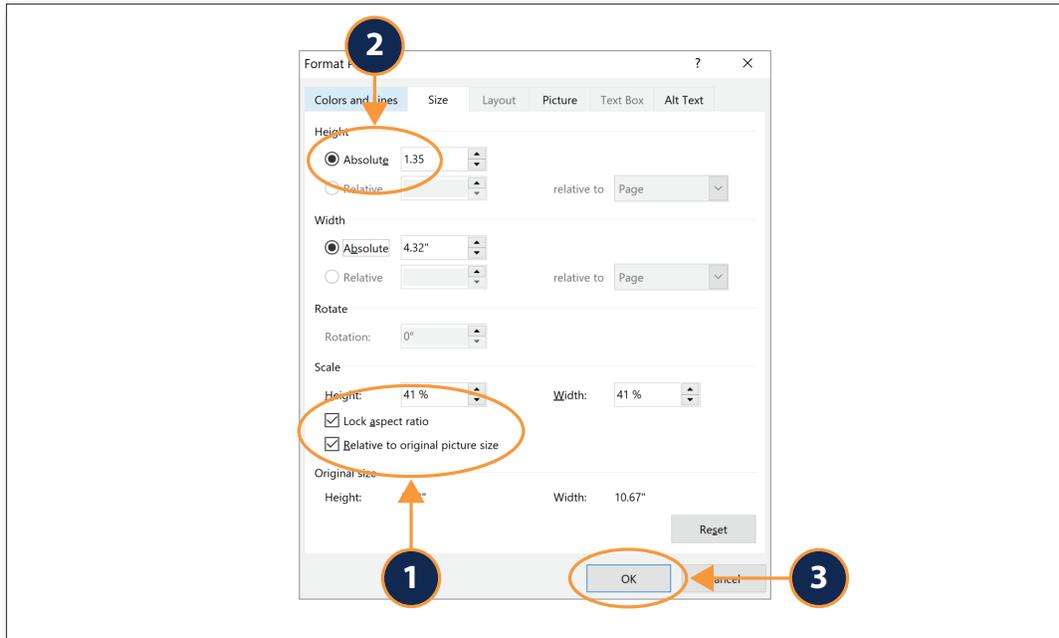




How to Add Your Signature in Outlook

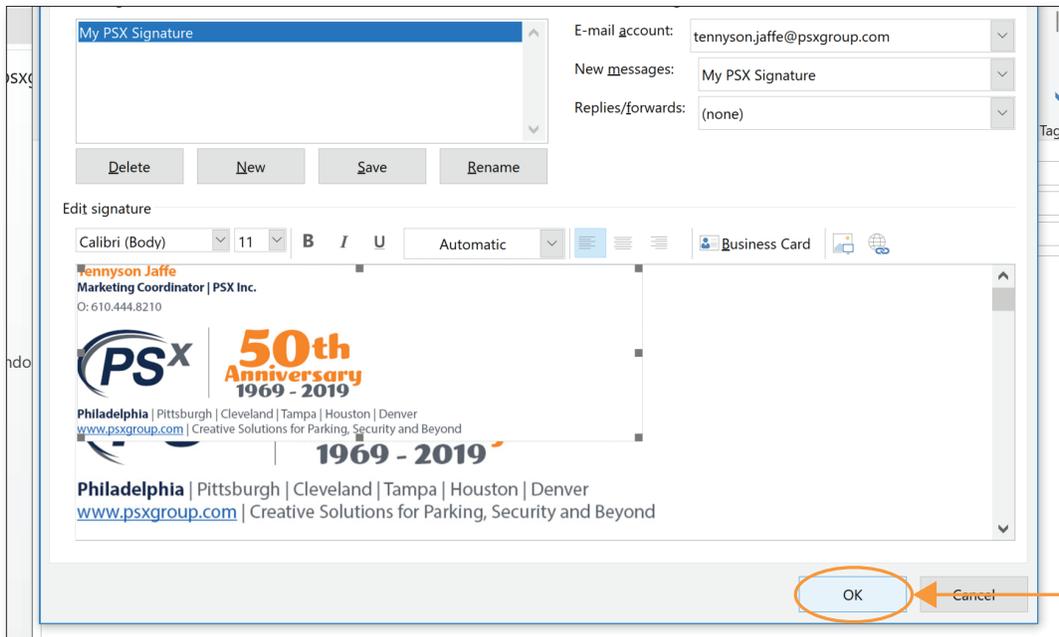
Step #9: Change the Width of Your Signature

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".



Step #10: Save Your New Signature

Click **"OK"** to save.





How to Add Your Signature in Outlook

Step #11: Test it Out!

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

