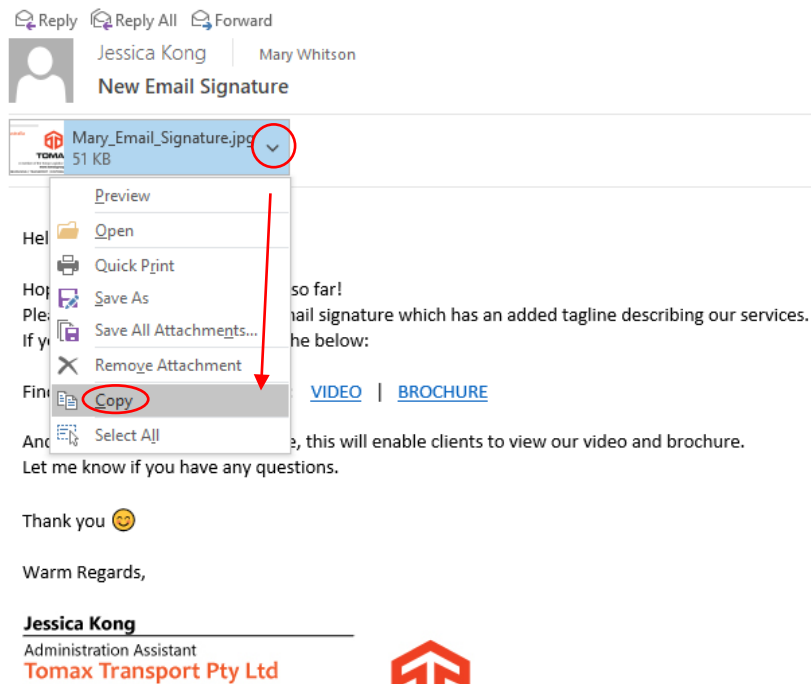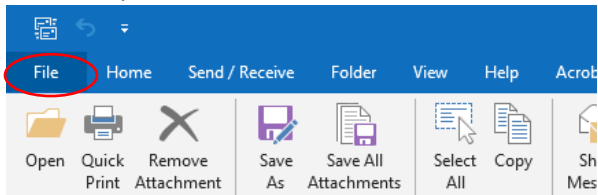# HOW TO CHANGE YOUR EMAIL SIGNATURE
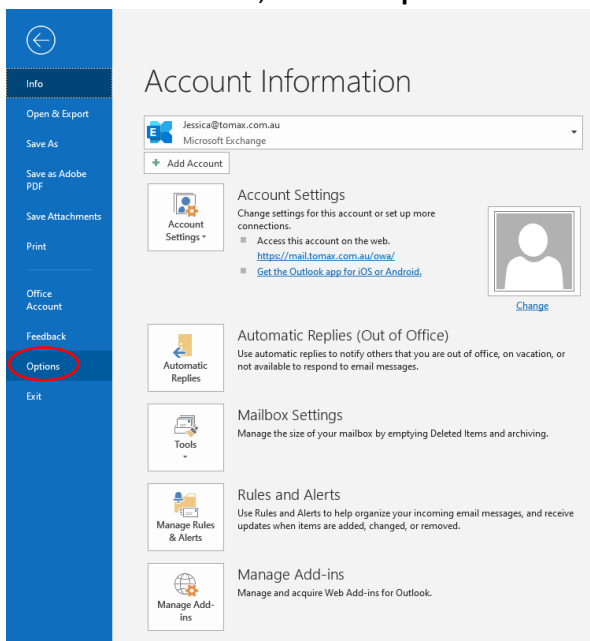
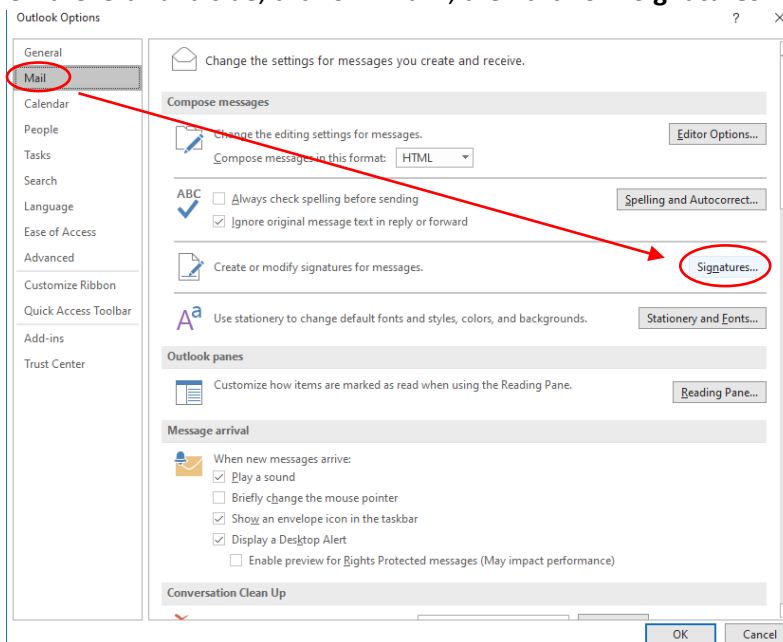1. Click on the drop-down arrow of the new signature attachment and click on **"Copy".**

2. On the top left corner of the screen, click on **"File".**


3. On the left-hand side, click on **"Options".**

4. On the left-hand side, click on **"Mail"**, then click on **"Signatures"**.


5. Under **"Choose default signature"**, ensure the **"E-mail account:"**, **"New messages:"** and **"Replies/forwards:"** are filled in according to your account and name.
You may click on the drop-down arrow to make changes to multiple email accounts that you manage.
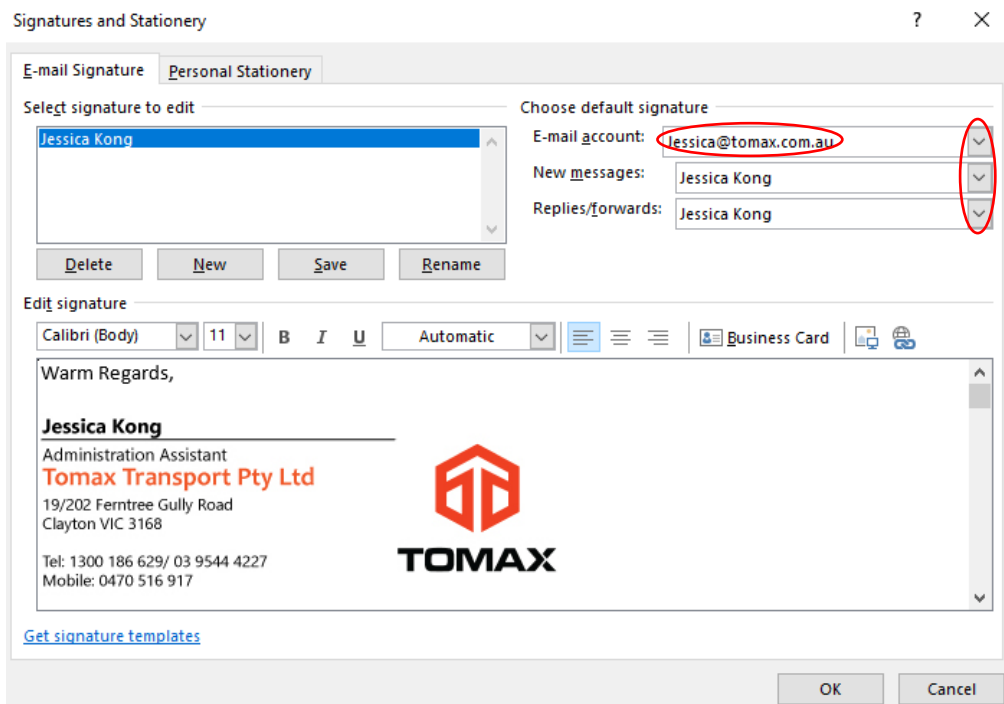
6. Under **"Select signature to edit",** ensure your name is selected (highlighted in blue).
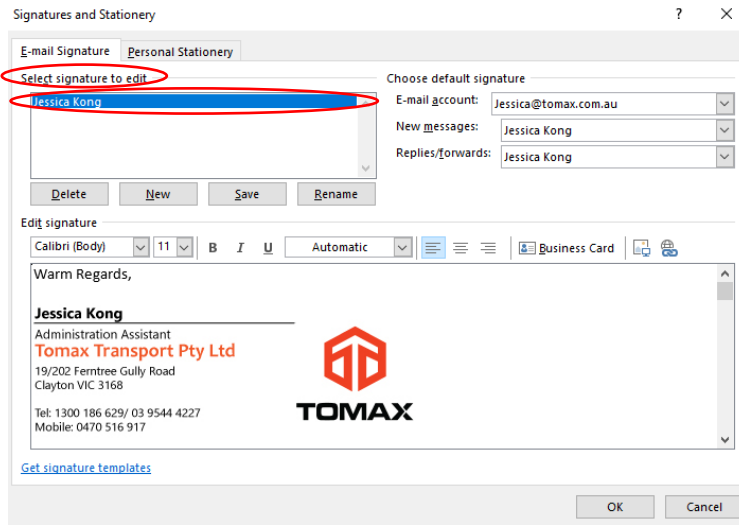
7. In the **"Edit signature"** section on the bottom, <u>delete the old signature.</u>
You can do this by using your mouse to click, hold and drag so that all is highlighted, then press the **backspace key** on your keyboard.
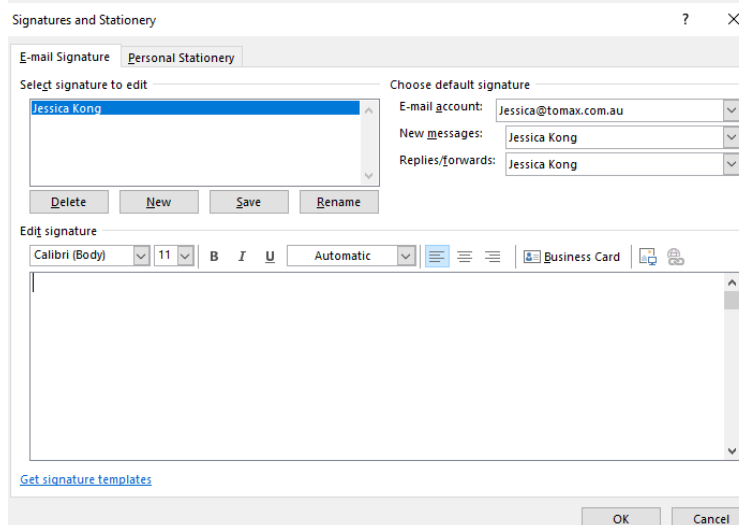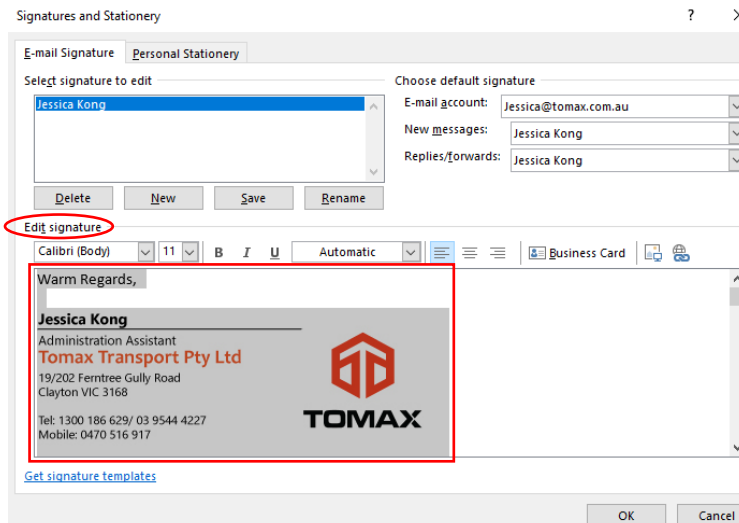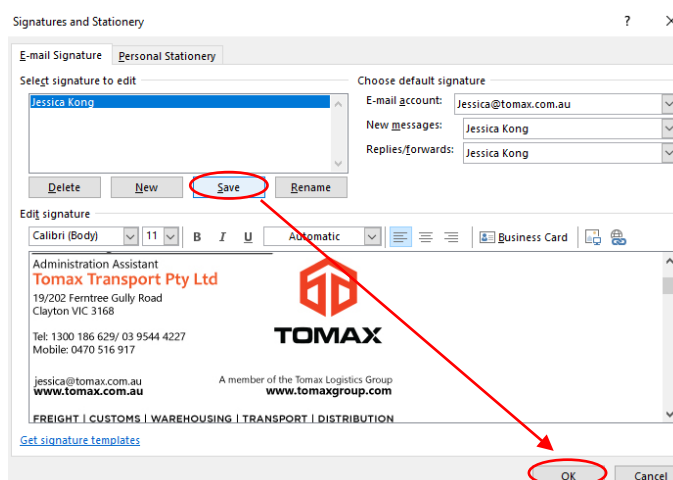
8. Optional: type "Kind regards" or "Warm regards" into the **"Edit Signature"** section box. Then press **enter** twice on your keyboard.
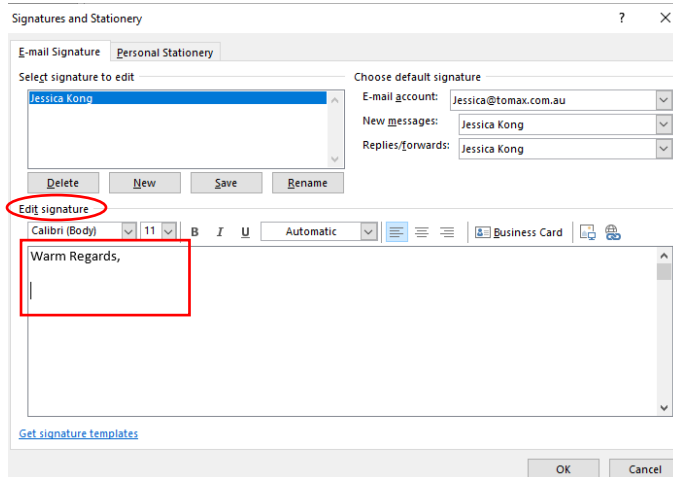

9. Paste the new signature by right clicking with your mouse and pressing the **Paste icon** OR by holding down the keys **ctrl** and **V** on your keyboard. You should be able to see your new signature.
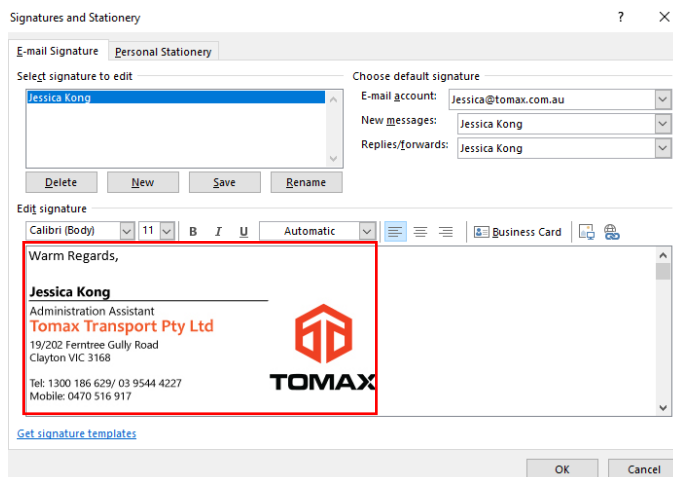

10. Press **"Save"** and then **"OK".**

11. Go back into the email and copy the <u>Hyperlink.</u> You can do this by clicking, holding and dragging over the text with your mouse, then pressing **ctrl** and **c** on your keyboard.
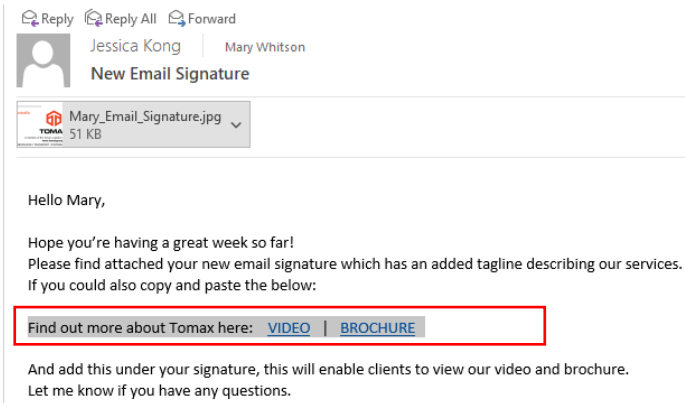
12. Follow steps 1 to 6 to access your email signature again.
    Scroll down in the "Edit signature" section box and press the **enter** key after your signature.
    Next paste (**ctrl and v**) the Hyperlink so that it is sitting <u>below</u> your signature.
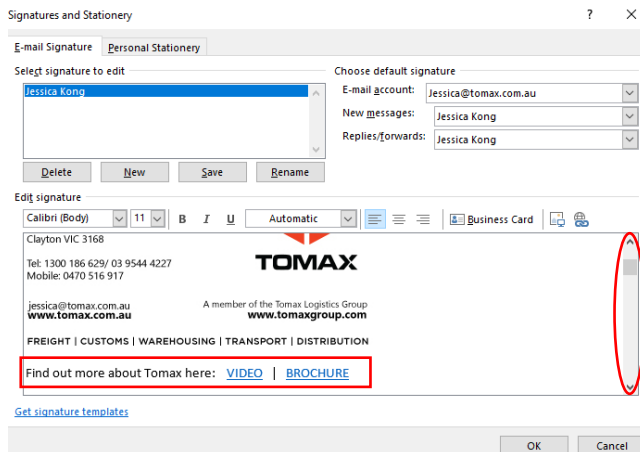
13. Press "Save" and "OK". Your new signature and hyperlinks should now be updated!
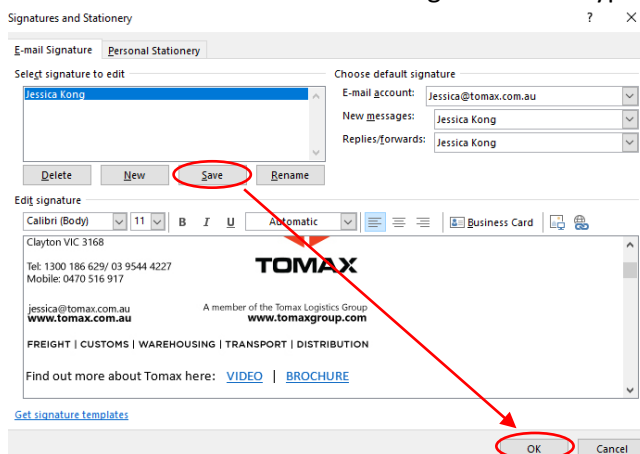
NOTE: If you have any questions regarding the above process, please contact Jessica Kong via email jessica@tomax.com.au or by phone 0470 516 917. Thank you 😊