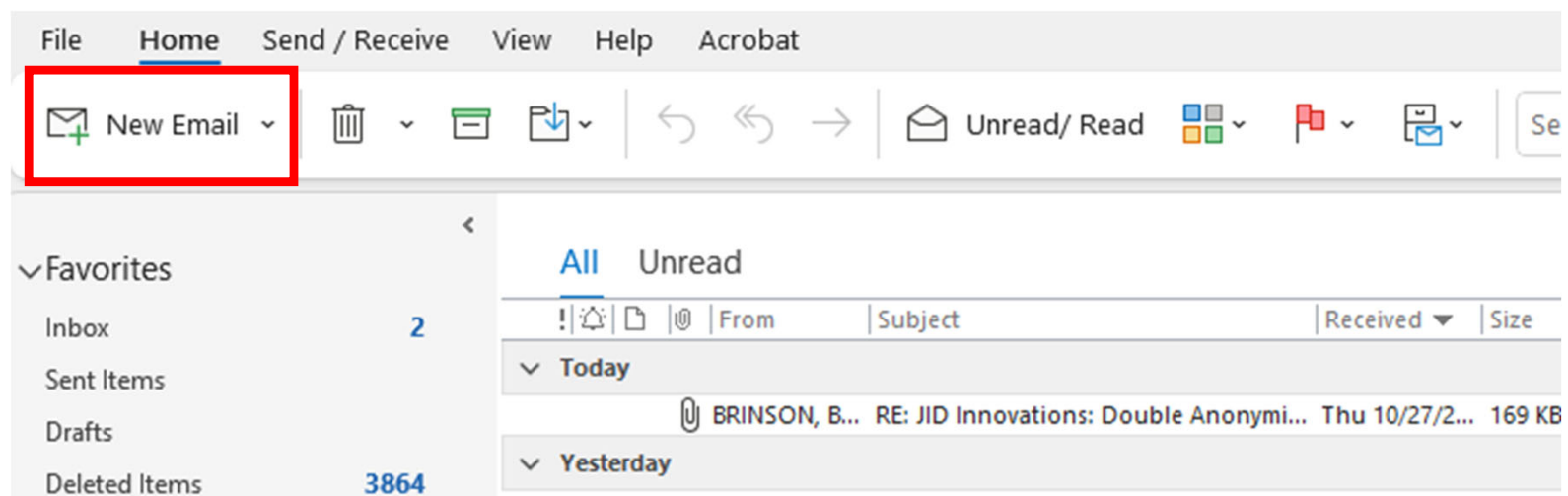


ADDING AN AD BLOCK TO YOUR SIGNATURE IN OUTLOOK

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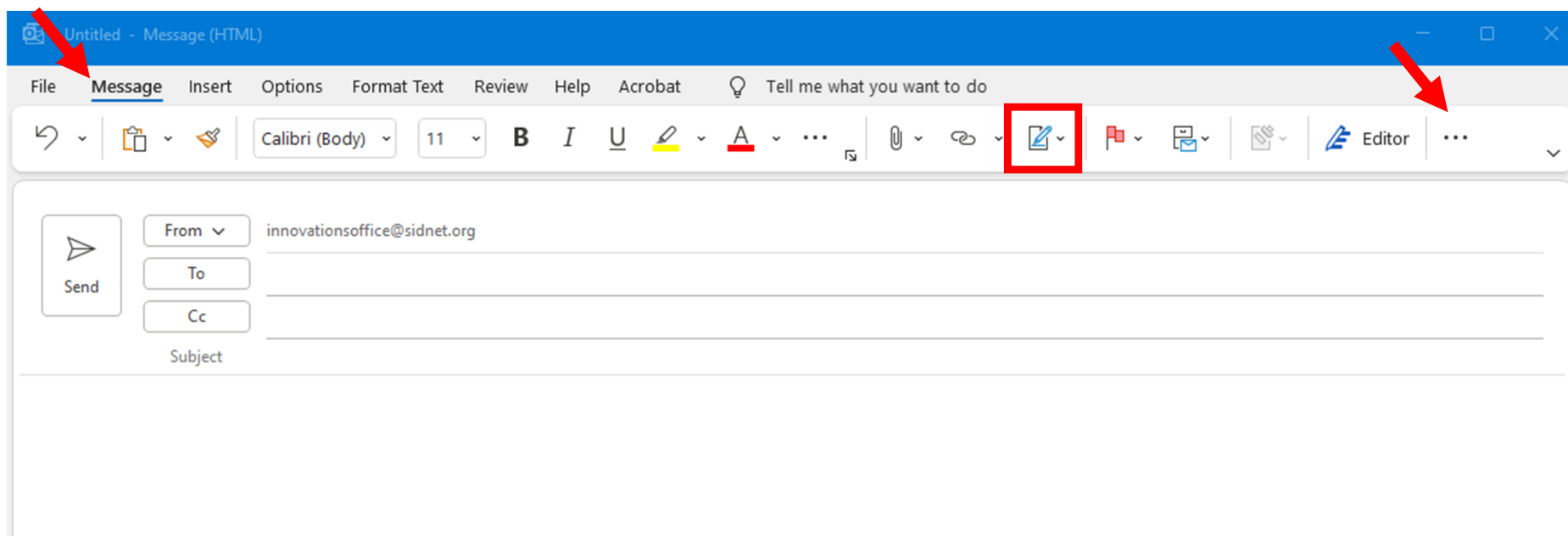
October 27, 2022

1. Open a new email.



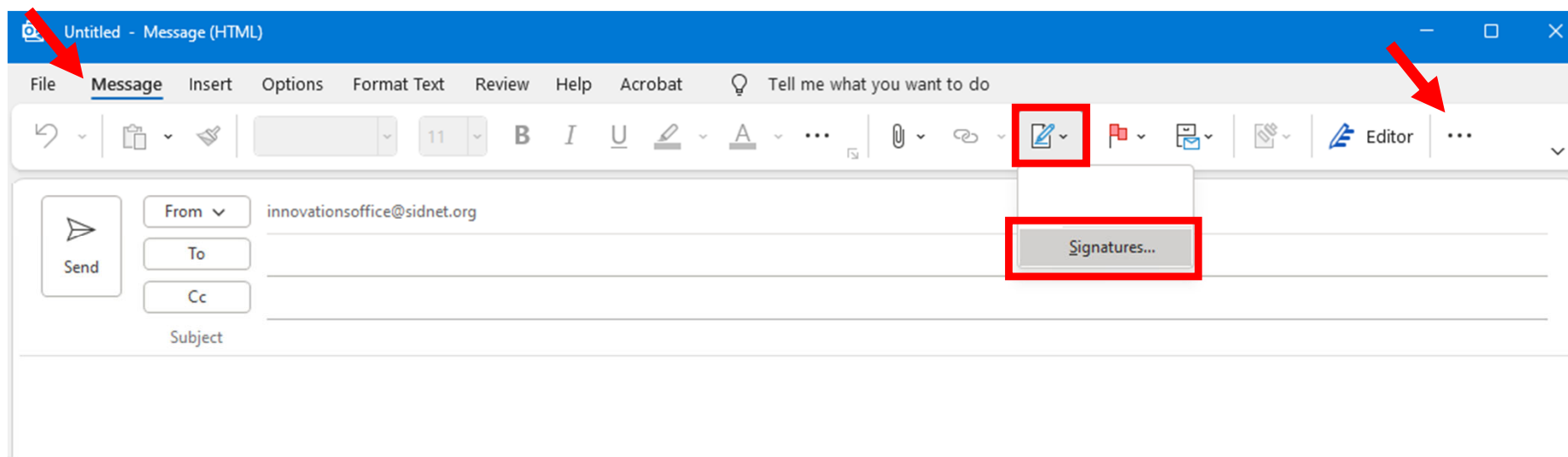
2. On the “Message” tab, select the signature icon.

Note: If you do not see the signature icon, click the three dots at the end of the menu ribbon and select it from the dropdown list.



2. On the message tab, select the signature icon, then click **Signatures**.

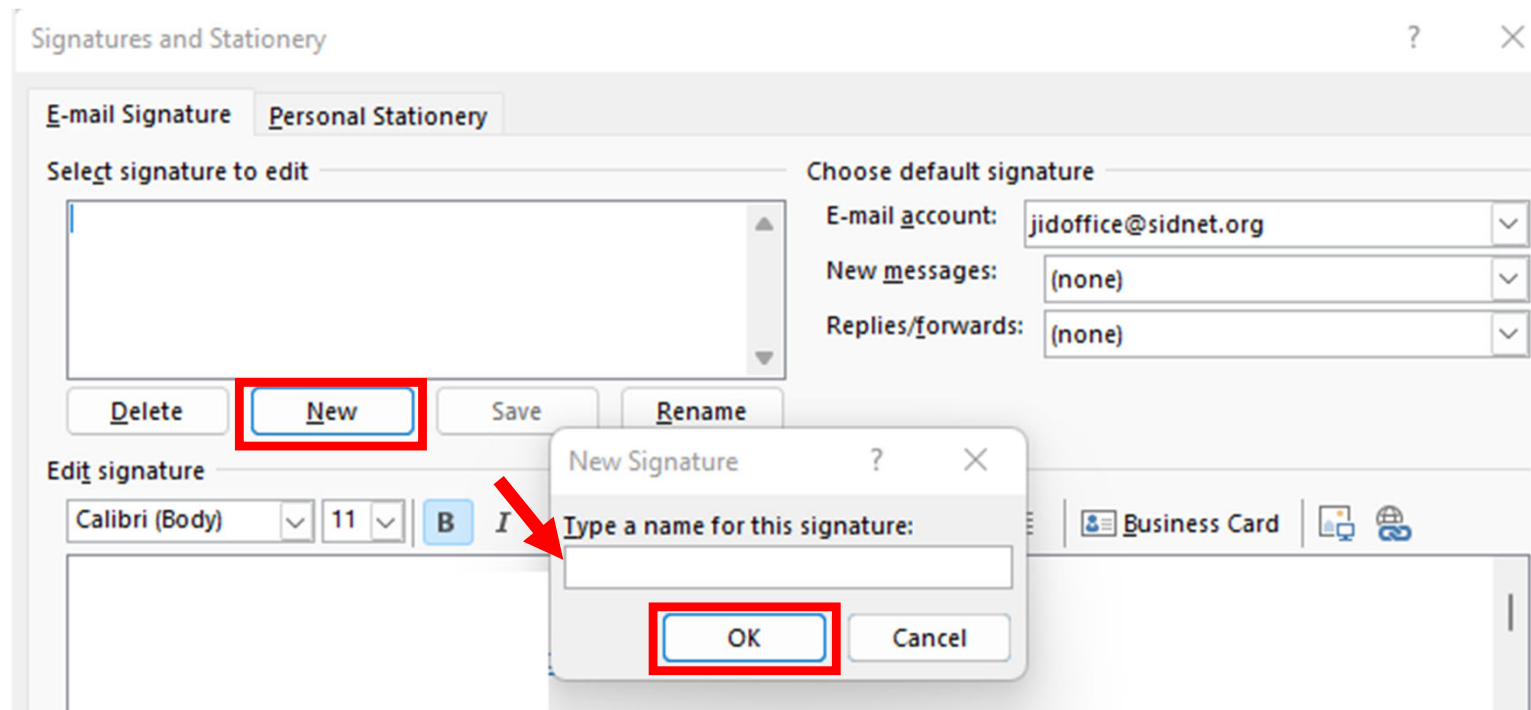
Note: If you do not see the signature icon, click the three dots at the end of the menu ribbon and select it from the dropdown list.



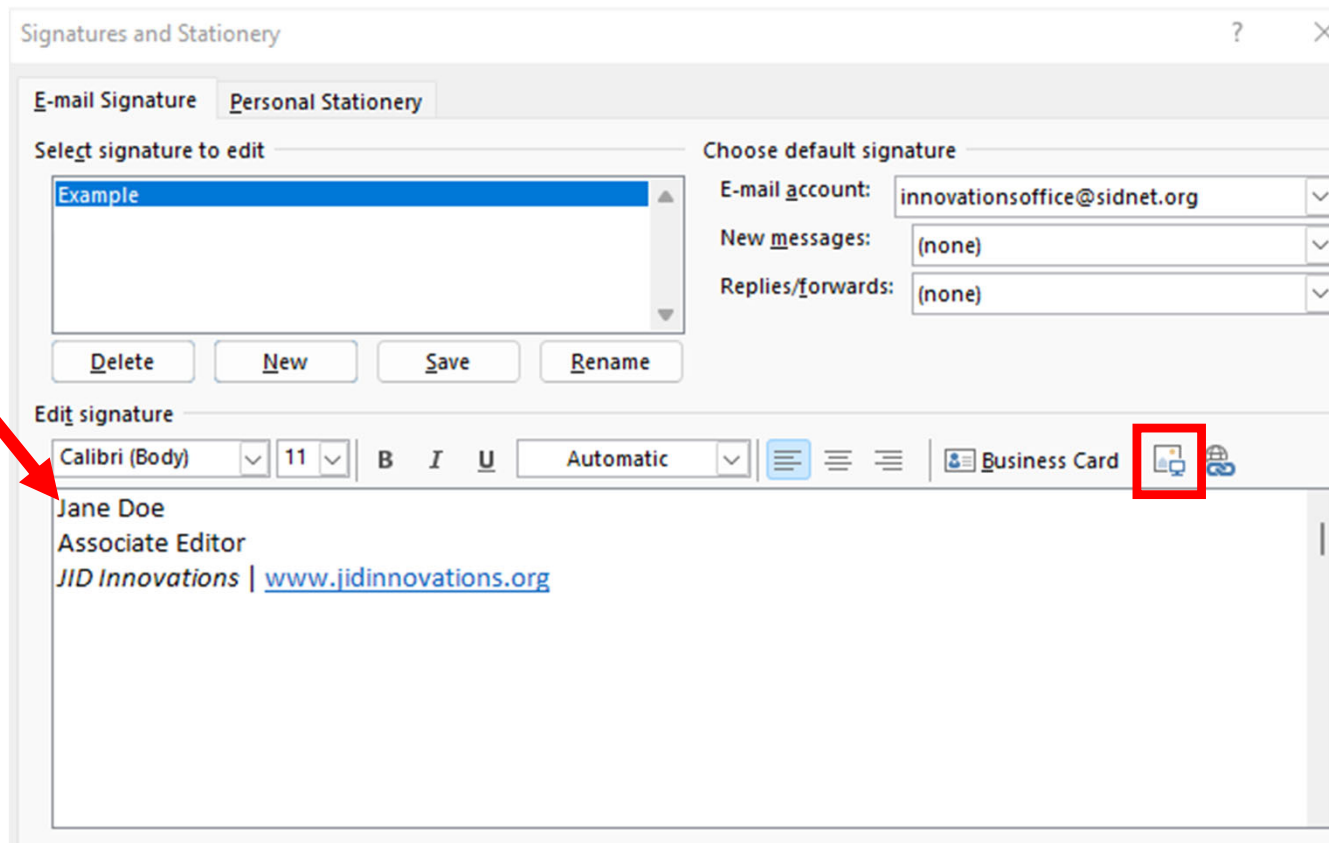
3. Click the **New** button.

4. In the window that opens, type a name for the signature and click **OK**.

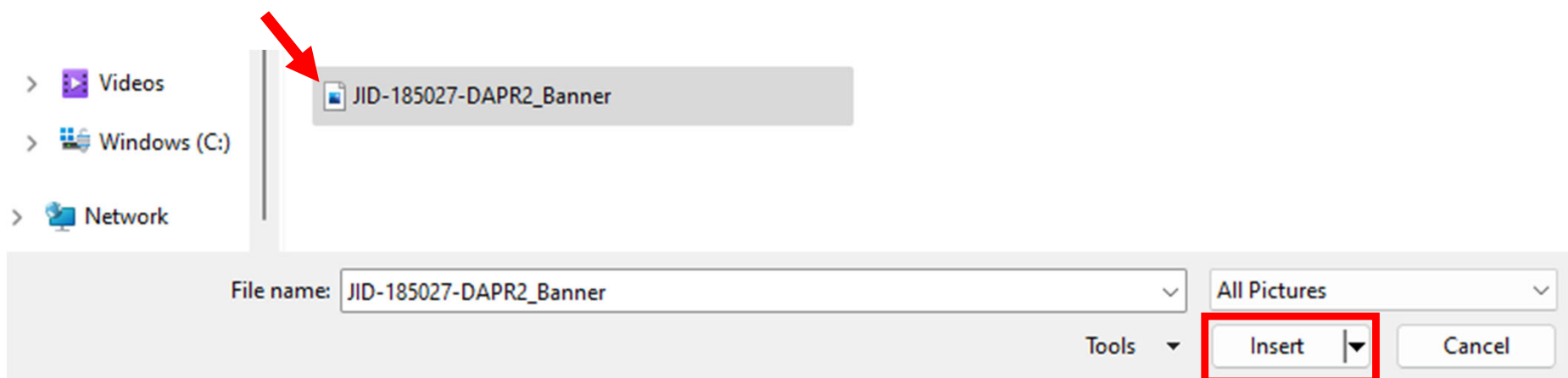
Note: If you have an existing signature, skip to step 6.



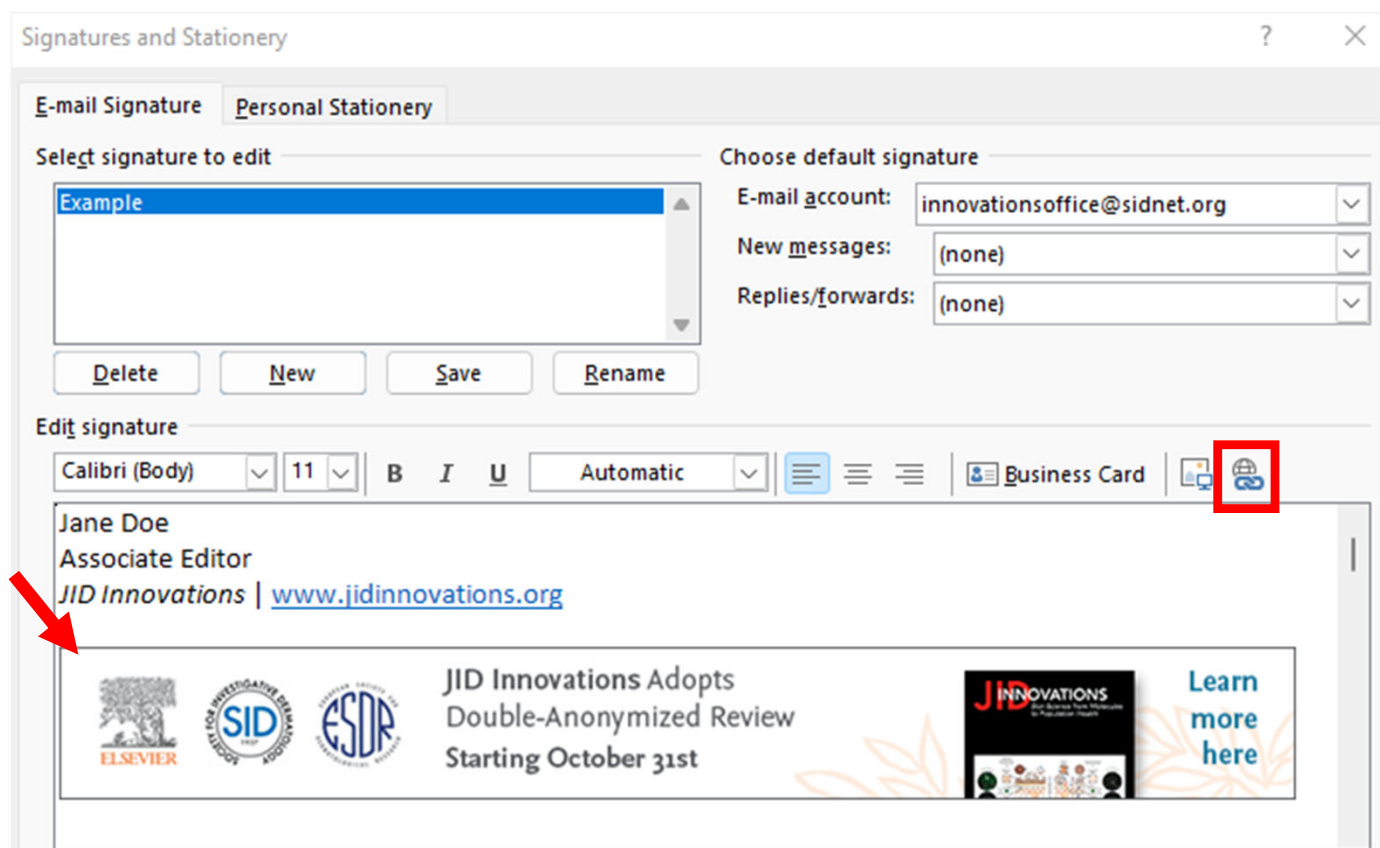
-
5. Type your signature in the text box.
 6. To add an ad, click the image icon.



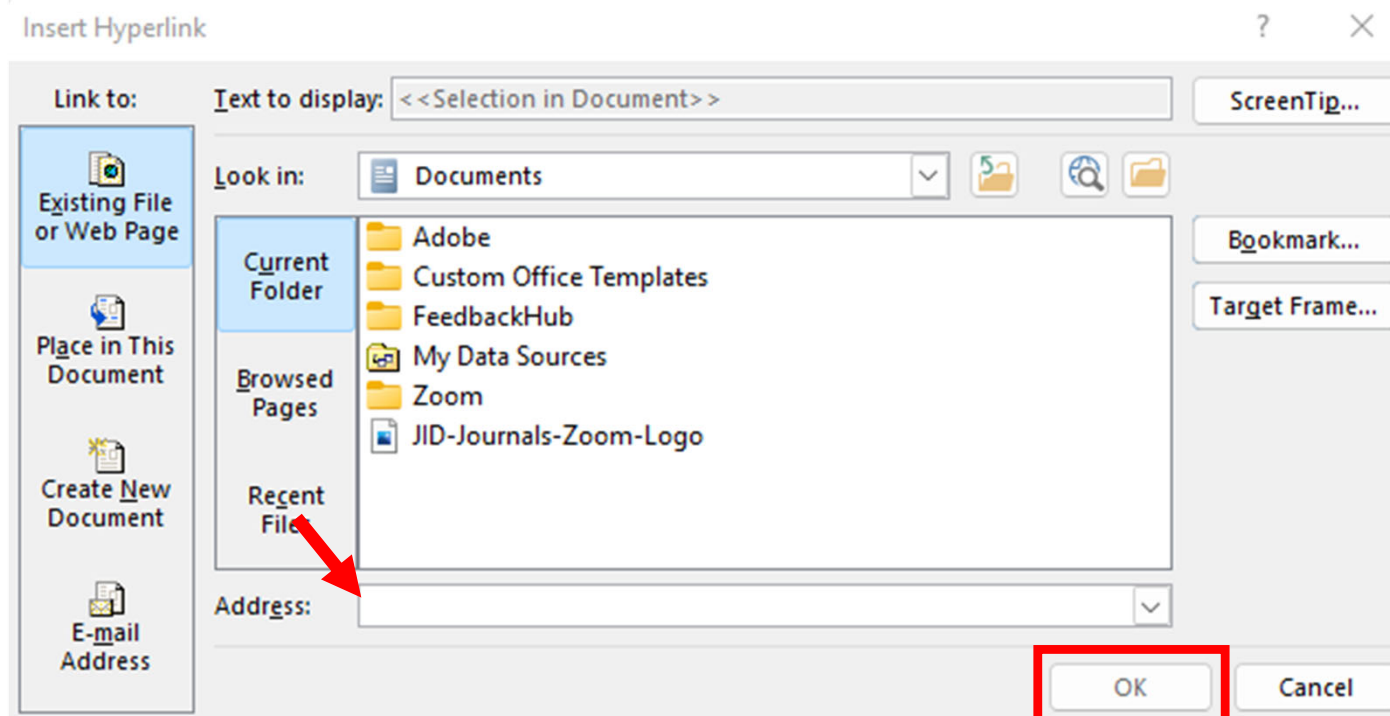
7. Select your file and click Insert.



8. To add a hyperlink to the ad, click on the image to select it, then click on the link icon.



9. Type the URL for the link, then click **OK**.



10. Select which messages should have this signature, then click OK.

