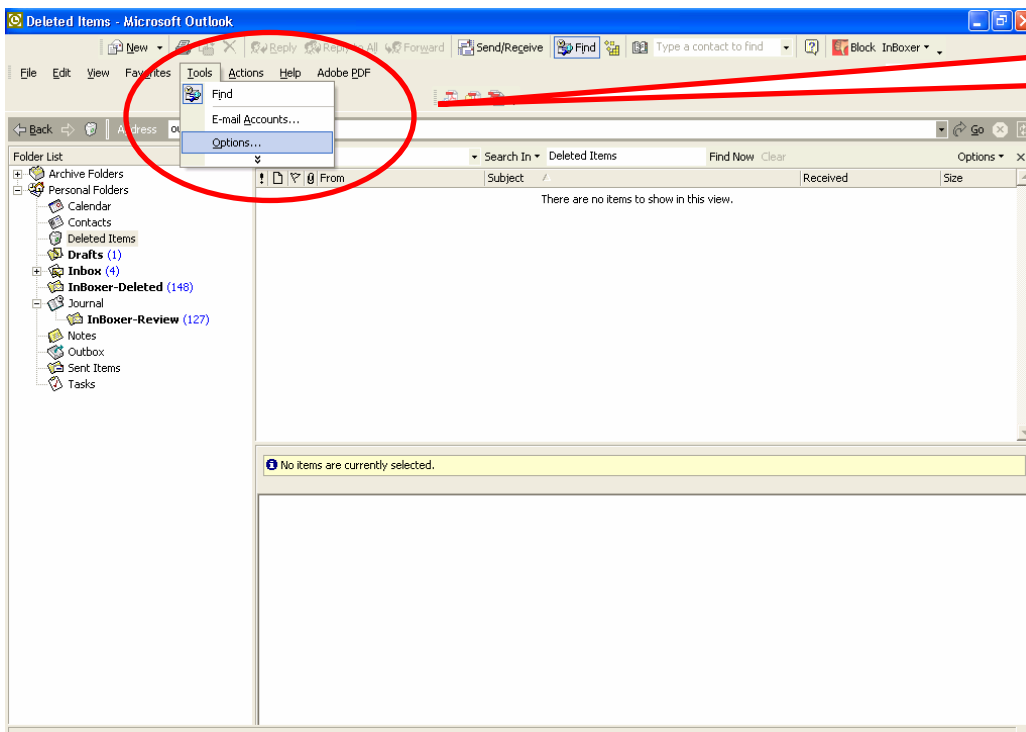


## How to add The Shires of Vermont logo to your Microsoft Outlook email signature.

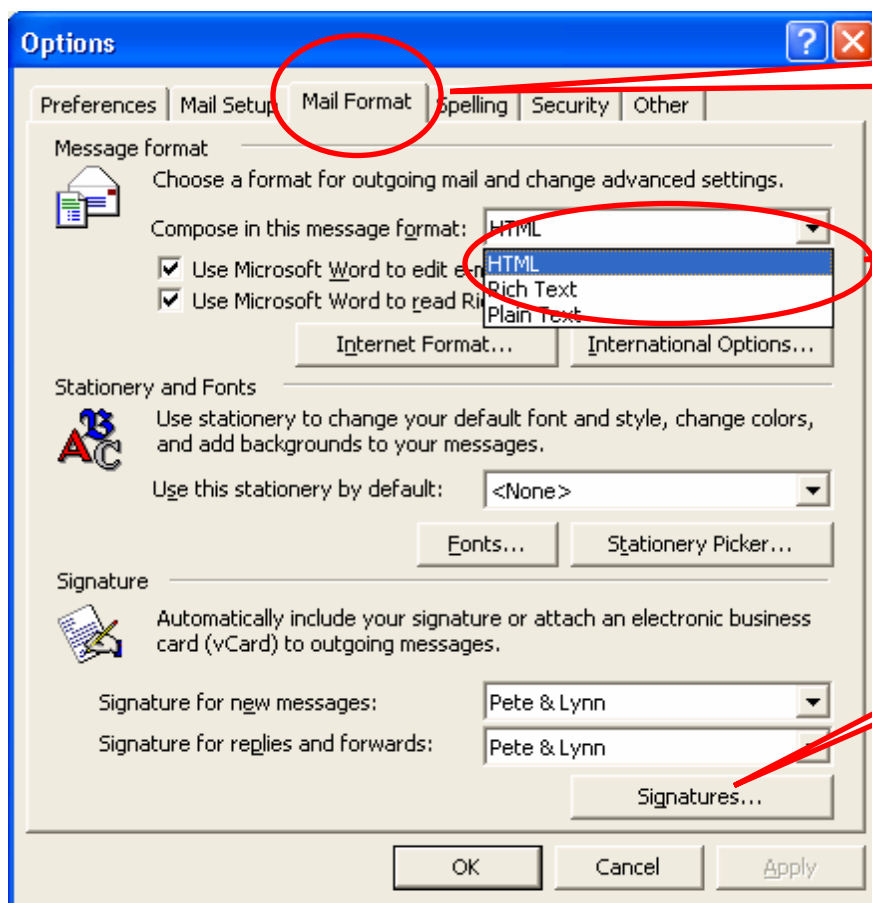
Note: Before you begin, you must first download The Shires logo onto your desktop.



In Microsoft Outlook

- Click on **Tools**
- Select **Options**

The window below will appear.

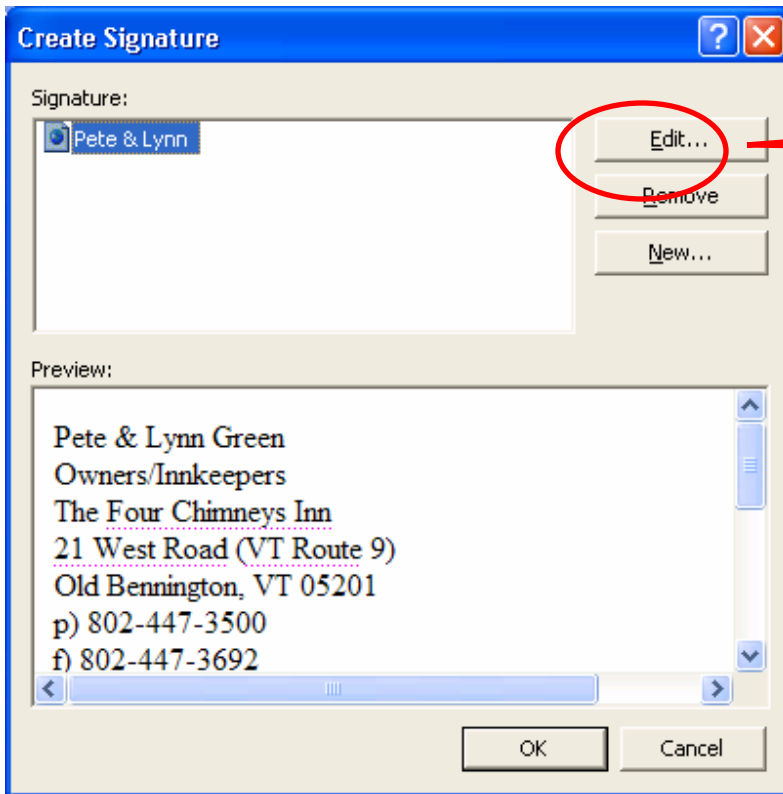


Click on the **Mail Format** tab.

Select **HTML** as your message format.

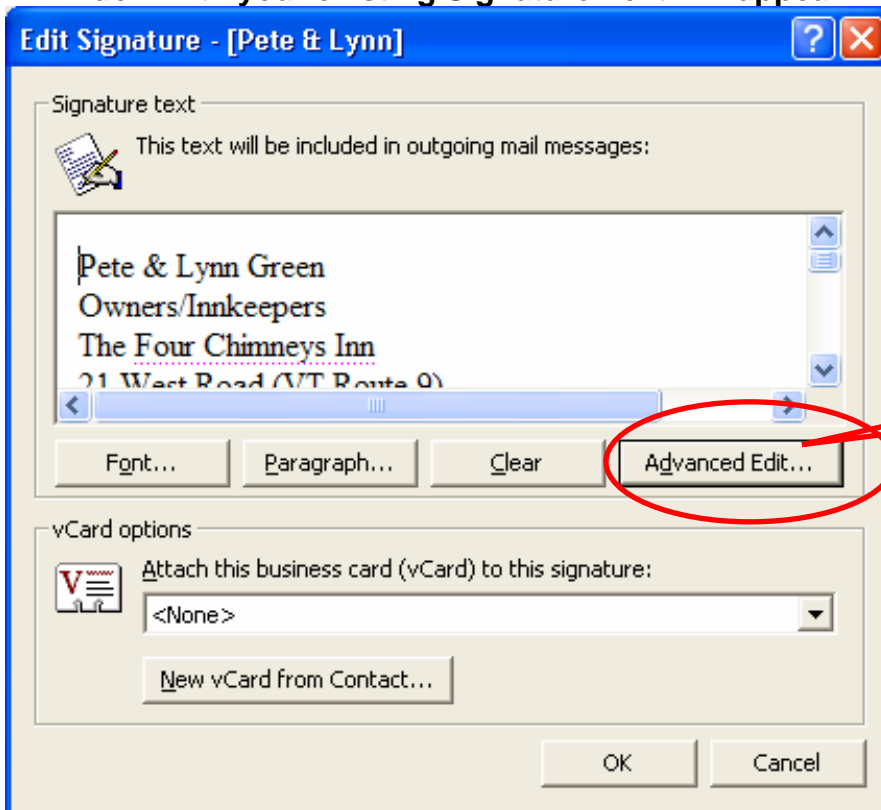
Click on **Signatures** to edit your existing signature.

A window with your existing email signature will appear.



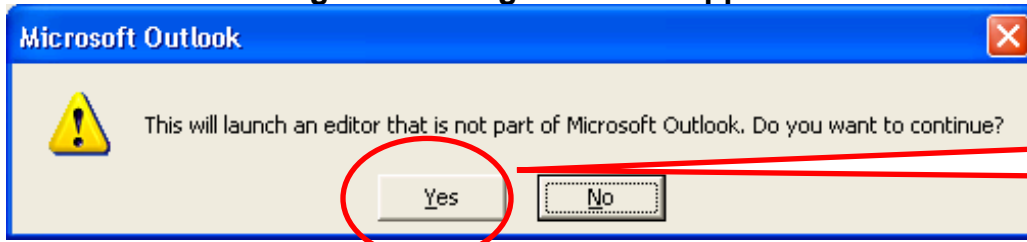
Click on **Edit**.

A window with your existing Signature Text will appear.



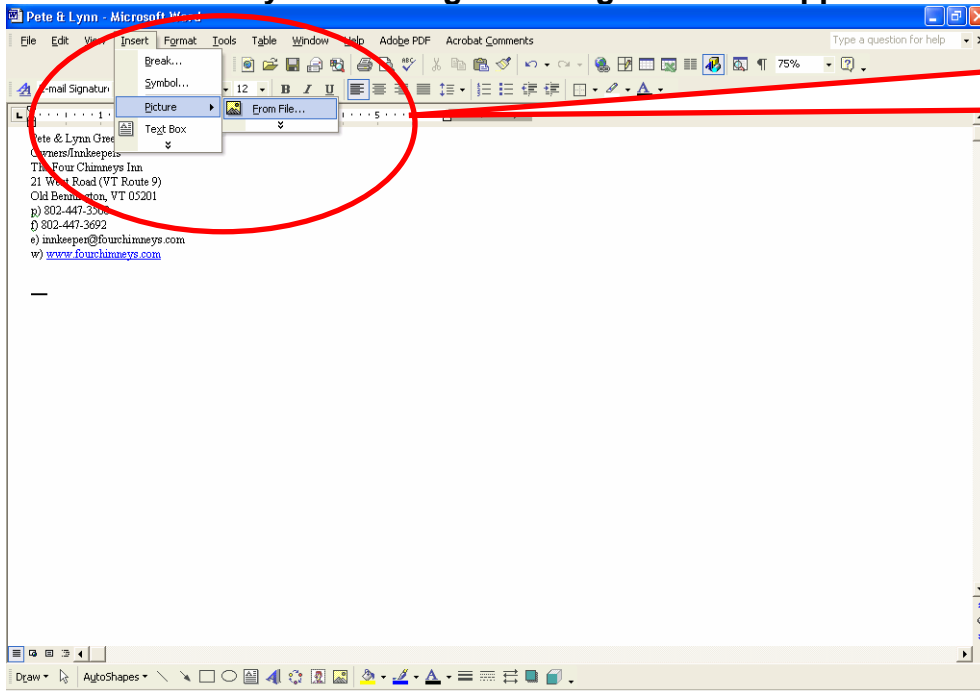
Click on  
**Advanced Edit**

The window showing the warning below will appear.

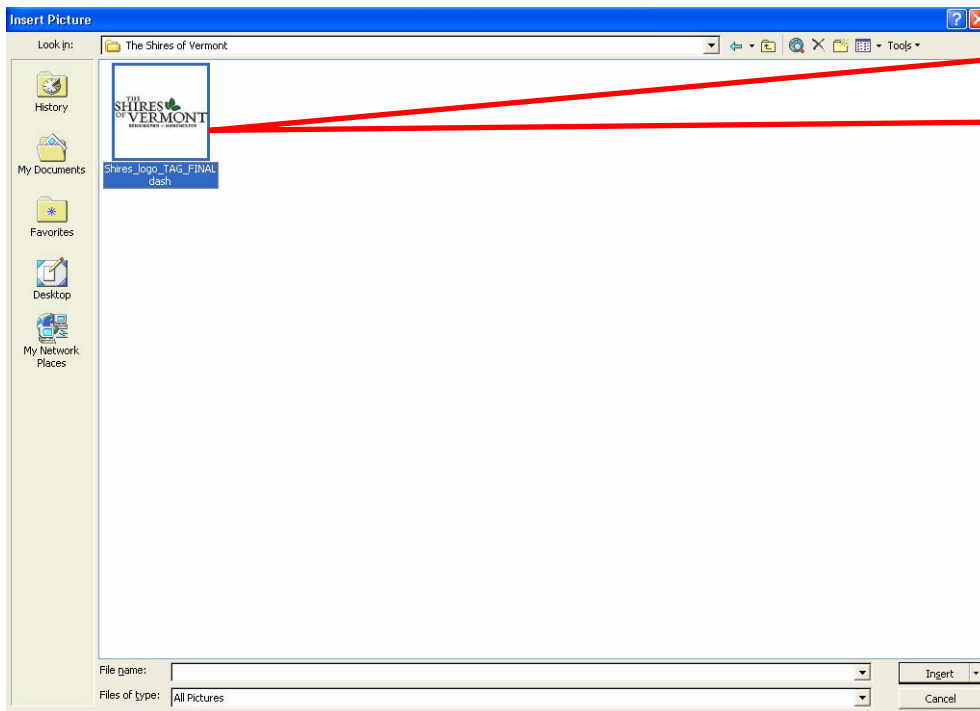


Click **Yes**.

A word doc with your existing Email Signature will appear.

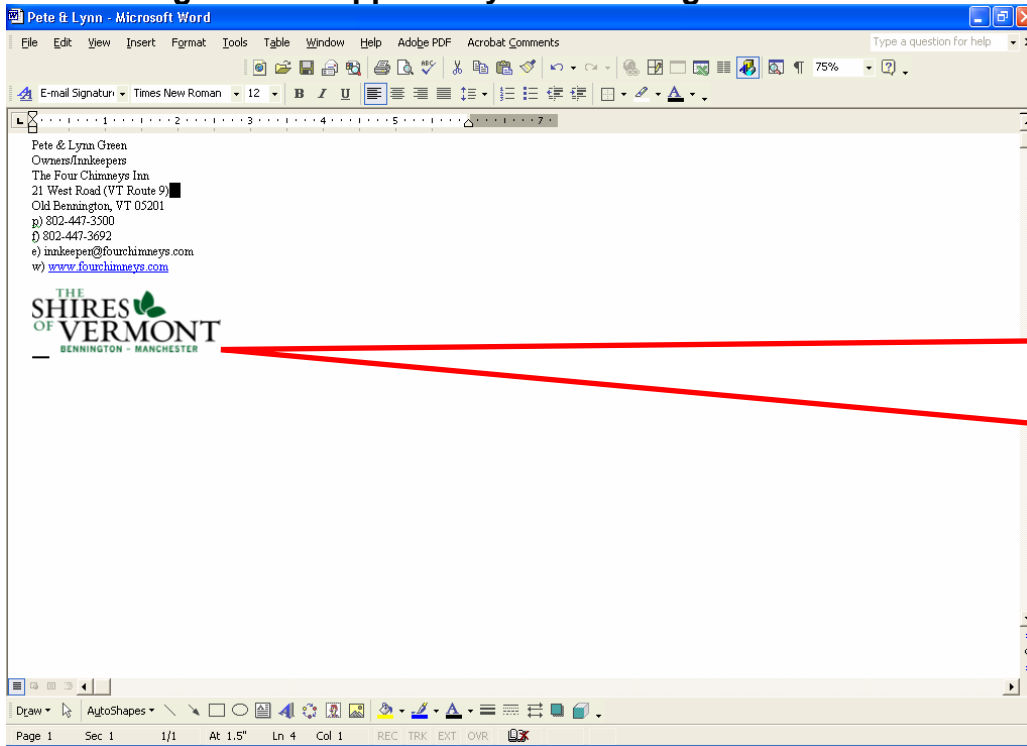


Select **Insert Picture From File**

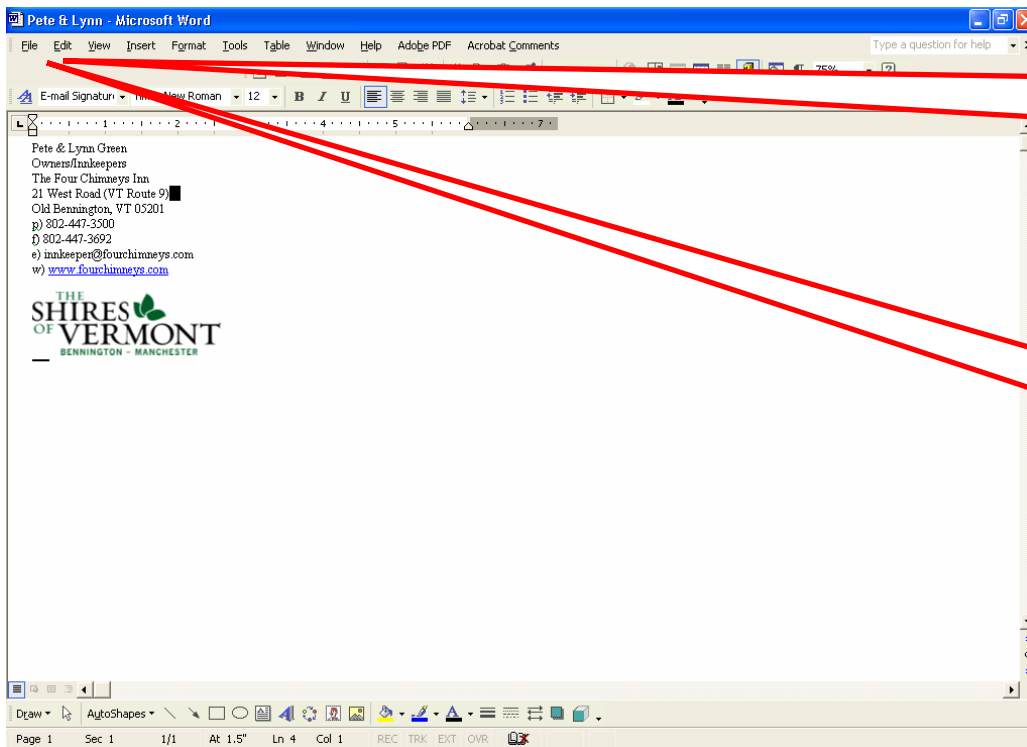


Select **The Shires logo** from your desktop. In this example the logo was kept in a folder called The Shires of Vermont.

## The new logo should appear in your email signature.



If the logo appears to be too large, click on the logo to resize. (Drag an outside corner inward to reduce size.)



Click on **File**  
**Save**

Click on **File**  
**Close**

The next email you compose should have The Shires logo in your email signature.

## To add “The Shires of Vermont” logo to your e-mail signature on a MAC using Mail

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Before you begin, make sure you have downloaded the Shires of Vermont image file to your computer.

You can download the logo at:  
<http://theshiresofvermont.com/downloads>

**In Mail:**



Click on **Mail**.

Select **Preferences**.

The **Signatures** window will pop up.



Select existing signature.

Click on **Edit**.

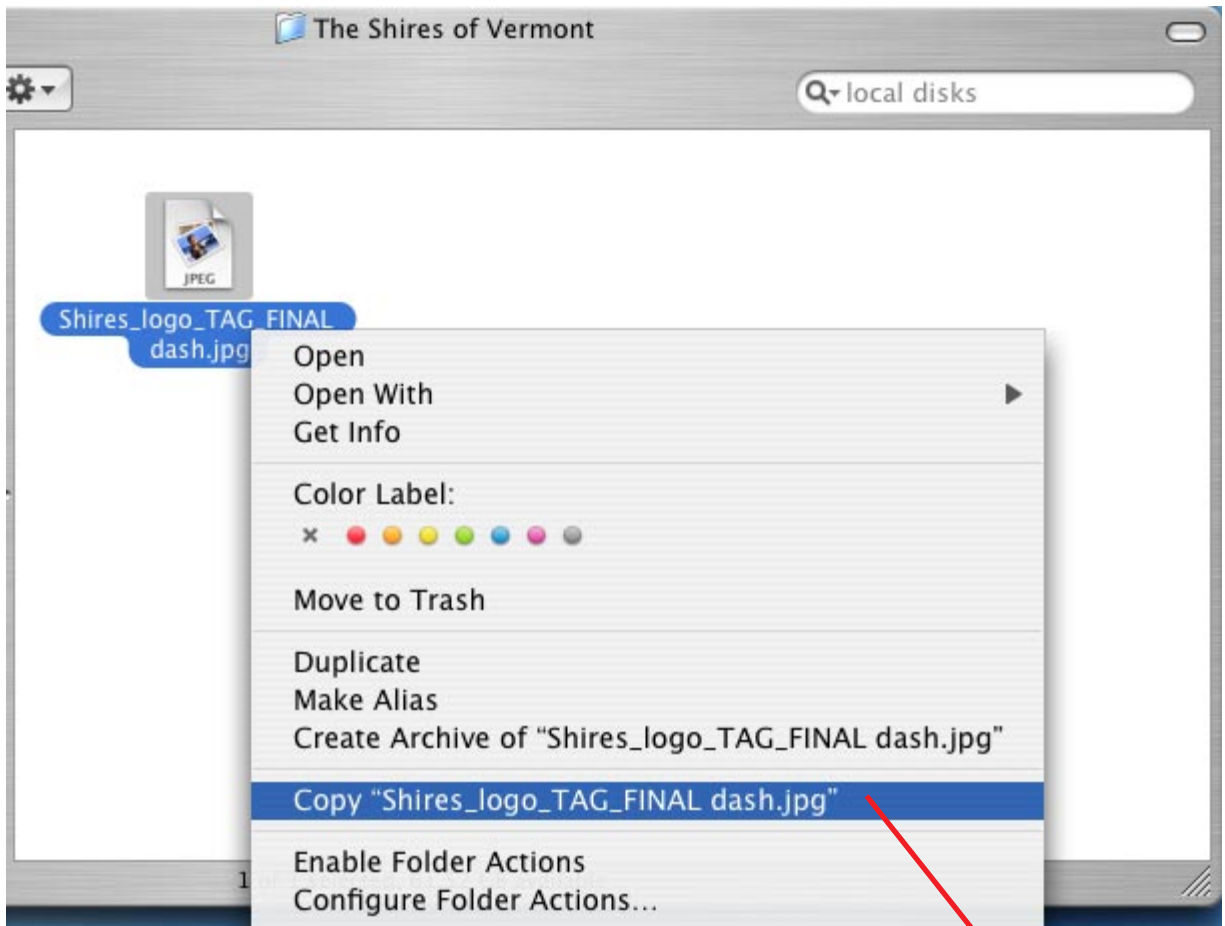
This window will show the text of your signature.



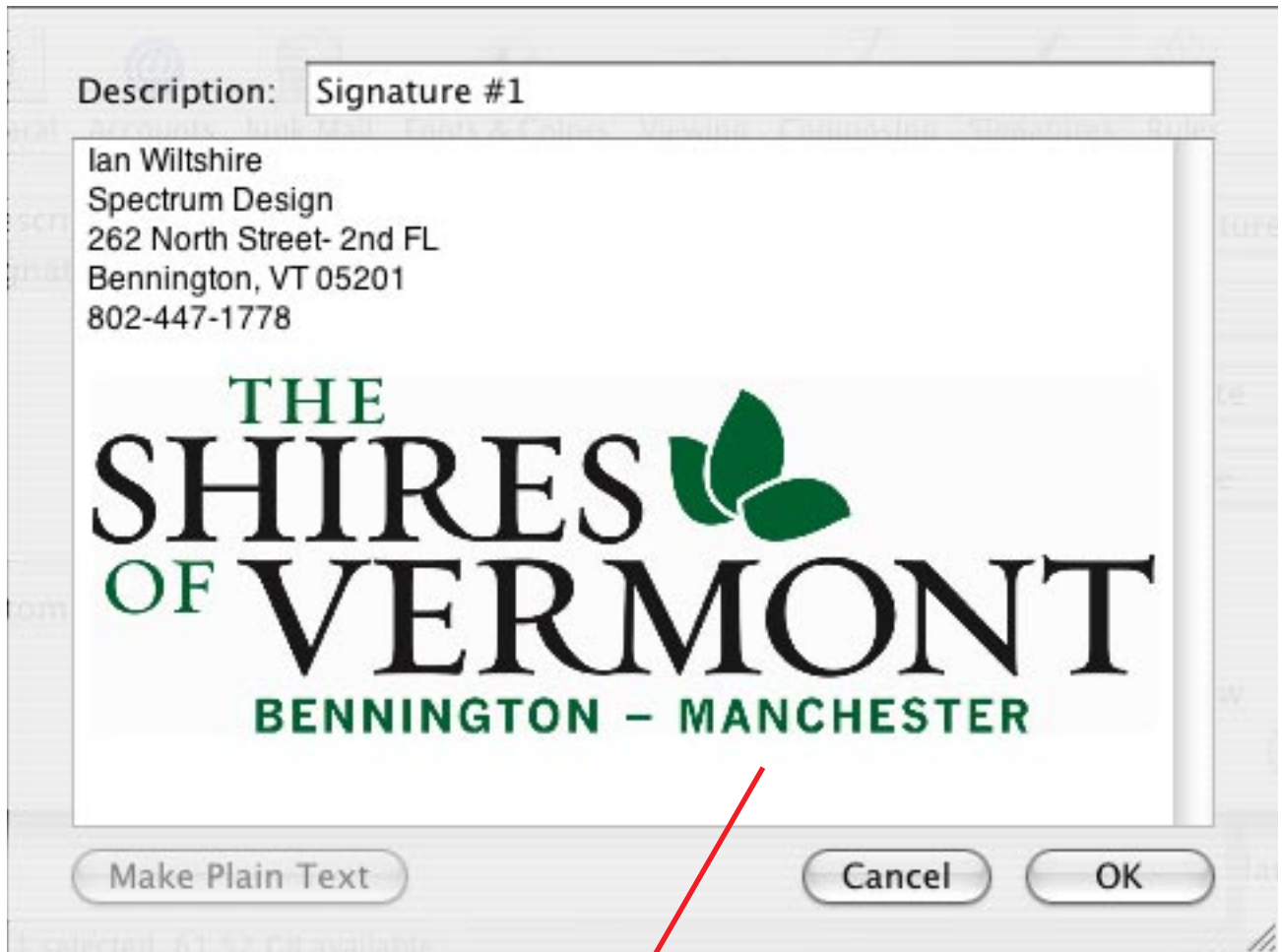
Click below the text of the signature  
(or wherever you want the image to appear).



Find the Shires of Vermont image on your computer.



Right click on the file and select **Copy**.



Paste the image below the text.

Click on ok.

The logo will show up in your signature in the next e-mail you write.

**ALTERNATE METHOD: Click and Drag.**

Click on the image file and drag it into the signature. Click on ok.

The logo will show up in your signature in the next e-mail you write.