## HCC EMAIL SIGNATURE INSTRUCTIONS (WINDOWS)

- 1. Go to **hccs.edu/brandfolio** to log in and create your email signature.
- 2. Complete the email signature form, preview, and download the high-resolution PNG file to your computer.
- 3. Open Microsoft Outlook and open a New Email.

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4. Under **Insert** click on **Signatures** and **Signatures** to add a new signature.

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5. In the new E-mail Signature window, click **New** to create a New Signature and type a name.

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- 6. After creating a New Signature, click on the **Pictures icon** and locate the downloaded email signature PNG to add.
- 7. Right-click on the PNG image to **Edit Alt-Text**. Type your contact information shown on your email signature into the text box and **Save**.

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- 8. Under **Choose default signature**, set the **new signature as the standard** for New messages and/or Replies/forwards.
- 9. Click **OK** to save and close the window.
- 10. Back in the New Email window, you can now click on **Signatures** to add the new email signature.