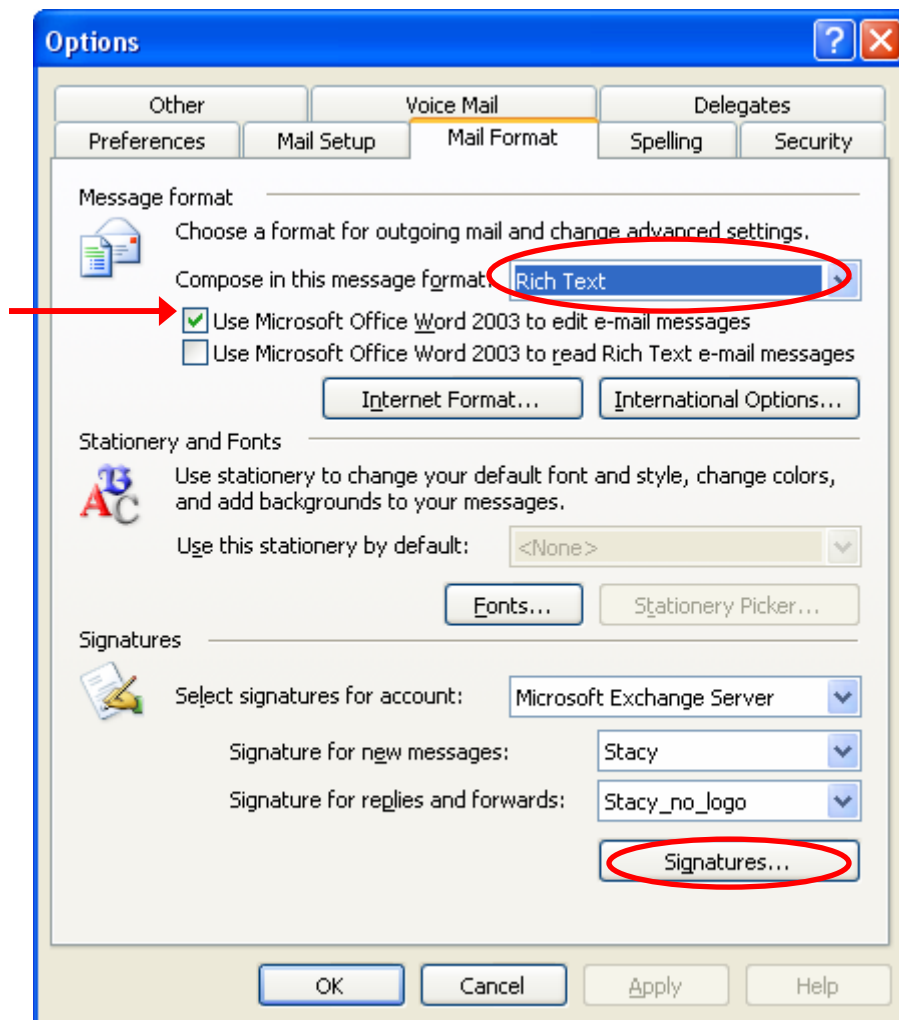


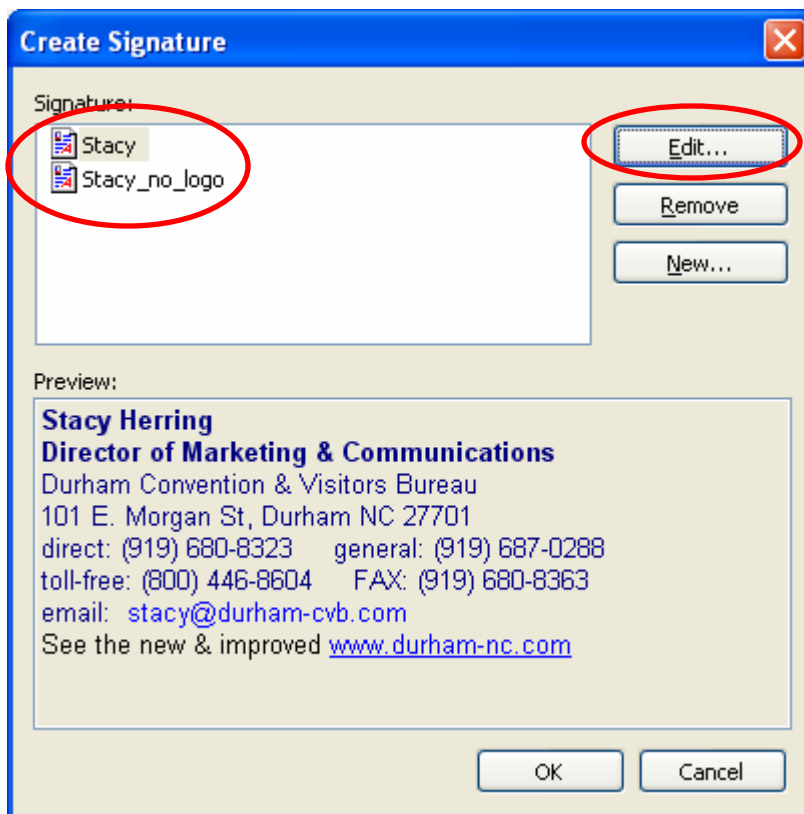
## Adding Logo to Existing Signature File

You must use Microsoft Office Word 2003 as your e-mail editor when sending signatures with pictures or logos.

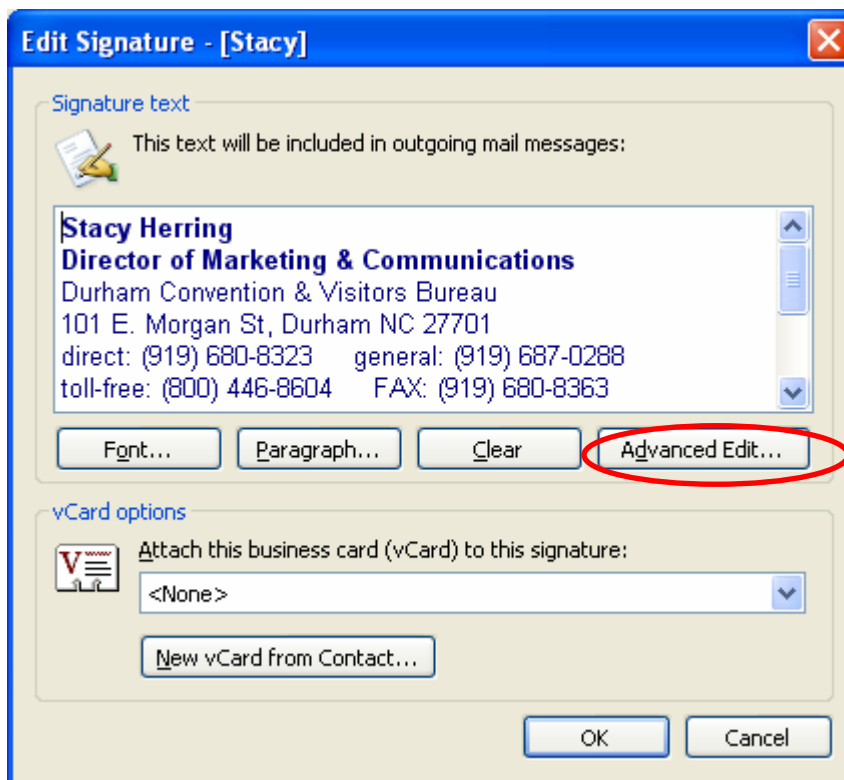
1. Go to the **Durham Online Brand Center** at [www.durhambrand.com](http://www.durhambrand.com). If you are a first-time user, please register. If you are a return user, please login.
2. Click on **"Image Downloads/Signature Elements."** Download the "Email signature version" and save the "durham\_great\_240.zip" file to your computer. (When the window pops up, click "Save," and save it to a location on your computer.)
3. In the main Outlook window, on the **Tools** menu, click **Options**, and then click the **Mail Format** tab.
4. Under **Message format**, in the **Compose in this message format** list, click the message format (HTML or Rich Text) that you want to use the signature with.



5. Under **Signature**, click the **Signatures** button. If you already have a signature created, select the signature from the list that you want to add the image to, and click **Edit**.



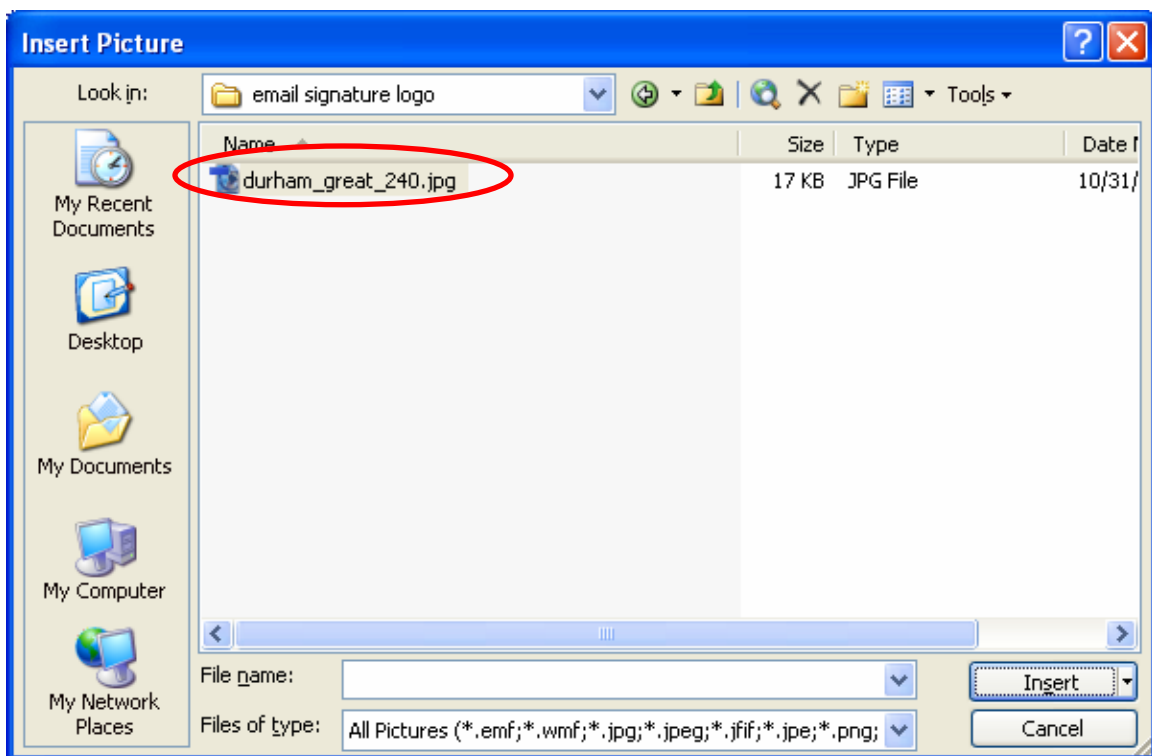
6. If you are creating a new signature, Click **New** in the Create Signature dialogue box and follow the instructions.
7. In the Edit Signature box, click **Advanced Edit**.



8. When the dialog box appears cautioning you that an editor not part of Microsoft Office Outlook will open, click **Yes**.



9. Microsoft Word will open, with your signature on the screen.
10. In Word, position your cursor where you want the logo to appear.
11. Click on **Insert** in the menu bar. From the drop down select **Picture**, and from the fly-out select **From File**.
12. Browse out the location on your computer where you saved the "durham\_great\_240.zip" file and extract the .jpg file. (Right-click on the "durham\_great\_240.zip" file and select "Extract All." Follow the extraction wizard and save the "durham\_great\_240.jpg" file to your computer's hard drive.)



13. Select the file **durham\_great\_240.jpg** and click **Insert**. The image should appear in your signature.
14. When your signature looks good to you, click **File** from the menu bar and **Save** the file. Close the Word file.
15. Click **OK** in the Create Signature dialog box.
16. Make sure that you have selected the appropriate signature files for new messages and replies and forwards in the Options dialog box. (For example, I have a signature with the logo set to only insert on new messages, but a separate signature without the logo to use on replies and forwards).
17. Click **OK** in the Options dialog box.