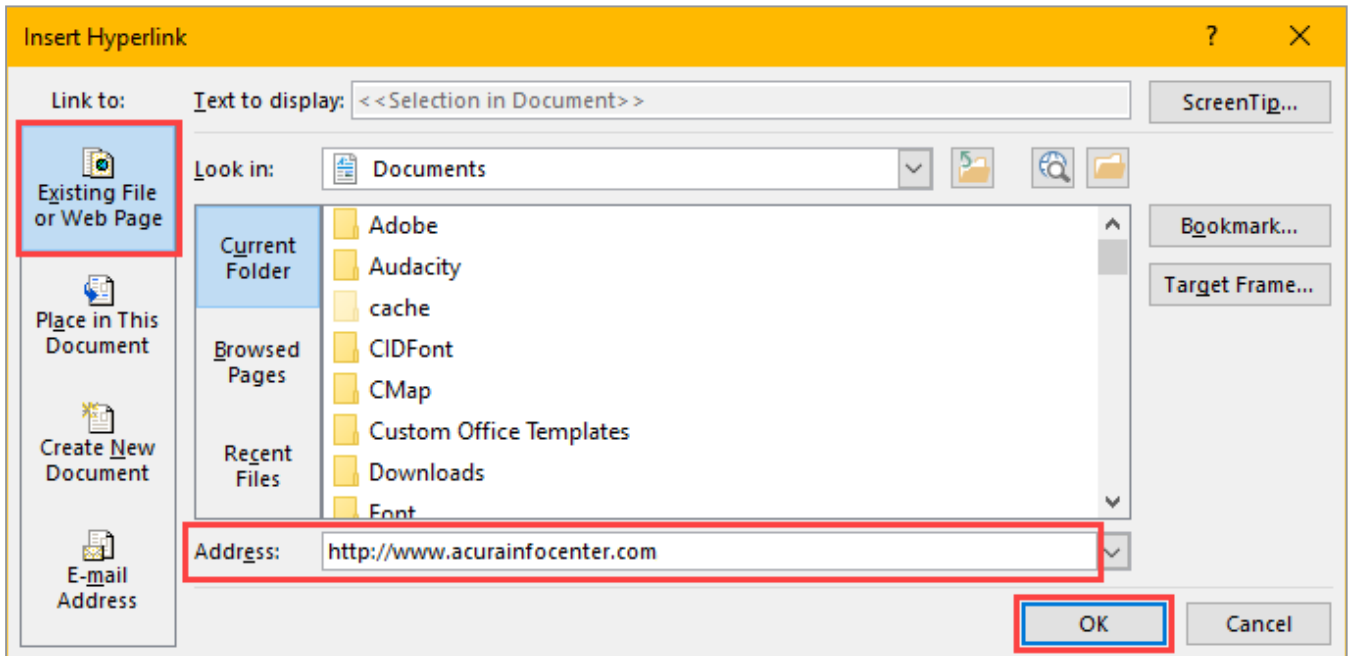
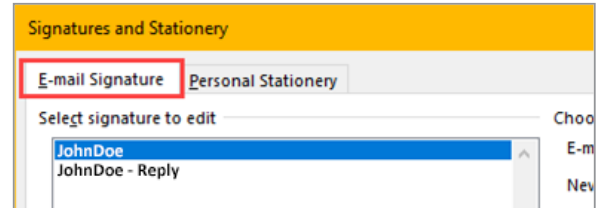


OUTLOOK DESKTOP - WINDOWS

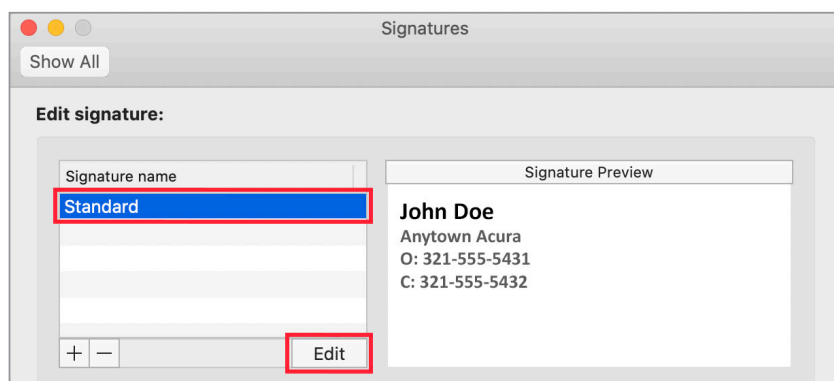
- 01.** Using the [link on AIC](#), download the AIC graphic tile to your computer.
(Remember where you've saved it.)
- 02.** If you download a ZIP file of all three tiles, double-click the ZIP file and then save the images to your desktop or wherever you prefer to store your files.
- 03.** In Outlook, open a new email message.
- 04.** On the **Message** menu, in the **Include** group, select **Signature > Signatures...**
In the window that opens, select the **E-mail Signature** tab, if it isn't already selected.
- 05.** On the **E-mail Signature** tab, under **Select signature to edit**, choose the signature you'd like to add the image and link to (or create a **New** signature).
- 06.** Once an existing (or new) signature is selected, you will see that email signature in the **Edit signature** pane and can make changes, as desired. Place your cursor where you'd like to insert the graphic tile.
- 07.** Use the insert picture tool  to select and insert the image file from Step 1.
- 08.** Once the image is in place, select it and use the link tool  to add the Acura Info Center hyperlink to the image. Select **Existing File or Web Page**, add the URL <http://www.acurainfocenter.com> into the **Address:** bar and hit **OK**.



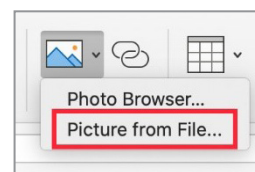
Now, any time you use the email signature you edited, the image and link should be included with it.

OUTLOOK DESKTOP - APPLE

- 01.** Using the [link on AIC](#), download the AIC graphic tile to your computer.
(Remember where you've saved it.)
- 02.** If you download a ZIP file of all three tiles, double-click the ZIP file and then save the images to your desktop or wherever you prefer to store your files.
- 03.** In Outlook, click the **Outlook** menu and select **Preferences**.
- 04.** Under **Email**, select **Signatures**.
- 05.** In the **Signatures** window, under **Signature name**, select the signature you'd like to add the image and link to, and click **Edit**.

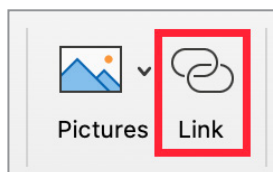


- 06.** In the editing window, you can add the image and link. Place your cursor where you'd like to insert the graphic tile. Under the **Pictures** pull-down menu, select **Picture from File...**

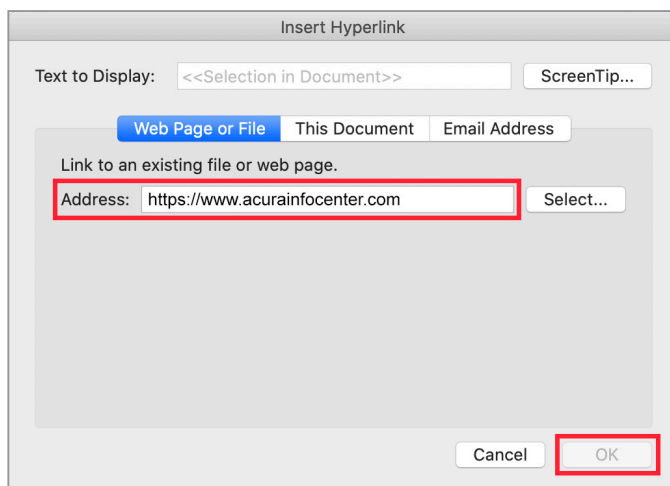


- 07.** Find the file you downloaded in Step 1 and click **Insert**.

- 08.** Now, select the image and click the **Link** button.



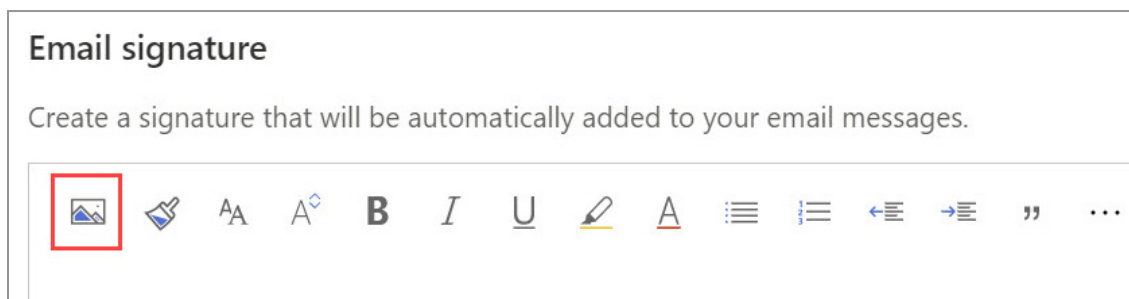
- 09.** In the **Insert Hyperlink** pop-up window, add the URL <https://www.acurainfocenter.com> in the **Address** entry and click **OK**.



OUTLOOK ONLINE (outlook.office.com)

- 01.** Using the [link on AIC](#), download the AIC graphic tile to your computer.
(Remember where you've saved it.)
- 02.** If you download a ZIP file of all three tiles, double-click the ZIP file and then save the images to your desktop or wherever you prefer to store your files.
- 03.** Sign in to Outlook.com and at the top right, select **Settings** . From the menu, select **View all Outlook settings**.
- 04.** Select **Mail > Compose and reply**.
- 05.** Under **Email signature**, add or edit your signature text and use the available formatting options to change its appearance. *Note: You can have only one signature per account.*

Use the **Insert pictures inline** tool to insert the AIC signature banner you downloaded in Step 1.



- 06.** Once inserted, select the picture and add a link using the **Insert link** tool. If it is not visible, click the **three periods** on the right to expand the tools menu.

Add the URL <https://www.acurainfocenter.com> in the pop-up window under **Web address (URL)**. Then click **OK**.

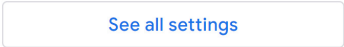
*Note: If you want your signature to appear at the bottom of all new email messages that you compose, select the **Automatically include my signature on new messages I compose** check box.*

*If you want your signature to appear on messages that you forward or reply to, select the **Automatically include my signature on messages I forward or reply to** check box. You can always return to the **Compose and reply** page and select or clear the check box for automatically including your signature.*



- 07.** Select **Save** when you're done.

EMAIL

01. Using the [link on AIC](#), download the AIC graphic tile to your computer.
(Remember where you've saved it.)
02. If you download a ZIP file of all three tiles, double-click the ZIP file and then save the images to your desktop or wherever you prefer to store your files.
03. Open Gmail.
04. In the top right, click **Settings** .
Note: You may have to click **See all settings** .
05. Under **General**, scroll to **Signature** and click the signature you want to edit (or **Create New**).
06. Use the text box to make your changes.
07. In the toolbar, select **Insert image**  to select and insert the image file from Step 1.
08. Once the image is inserted, you can select it and adjust the size in the pop-up menu, if needed.

09. With the image selected, click the **Link**  tool to add this hyperlink to the image.
10. Select **Web address** on the left. Add the URL <https://www.acurainfocenter.com> in the URL bar and click **OK** to add the link.

×

Edit Link

Text to display:

Link to:

☒ **Web address**
☐ [Email address](#)

To what URL should this link go?

[Test this link](#)

Not sure what to put in the box? First, find the page on the web that you want to link to. (A [search engine](#) might be useful.) Then, copy the web address from the box in your browser's address bar, and paste it into the box above.

Cancel

OK

11. At the bottom of the page, click **Save Changes**.