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| [Imperial Pools Logo](https://www.imperialpools.com/info/imperial/html/signature.html) |
| [Facebook](https://www.facebook.com/ImperialPoolsInc/)[Instagram](https://www.instagram.com/imperialpools/?hl=en)[LinkedIn](https://www.linkedin.com/company/imperial-pools-inc-manufacturing/?viewAsMember=true)[YouTube](https://www.youtube.com/user/ImpPools)[Twitter](https://twitter.com/imperialpools?lang=en) |

**Outlook Signature Update Instructions:**

1. Drag and highlight all of the images above until they turn blue.
2. Do a CTL + C to copy them to your clipboard.
3. Open Outlook
4. Click on File/Options/Mail/Signatures
5. Either create a new signature or edit your existing signature.
6. Position your curser in the editor window where you would like to place the images and do a CTL + V to paste them in.
7. Save your signature file and click ok.
8. At the main Outlook options page click OK once more.

That’s it you’re done.