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| Imperial Pools Logo |
| FacebookInstagramLinkedInYouTubeTwitter |

**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.