

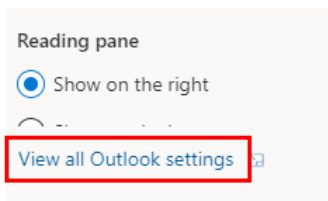


Procedure email signature on Webmail - 2020

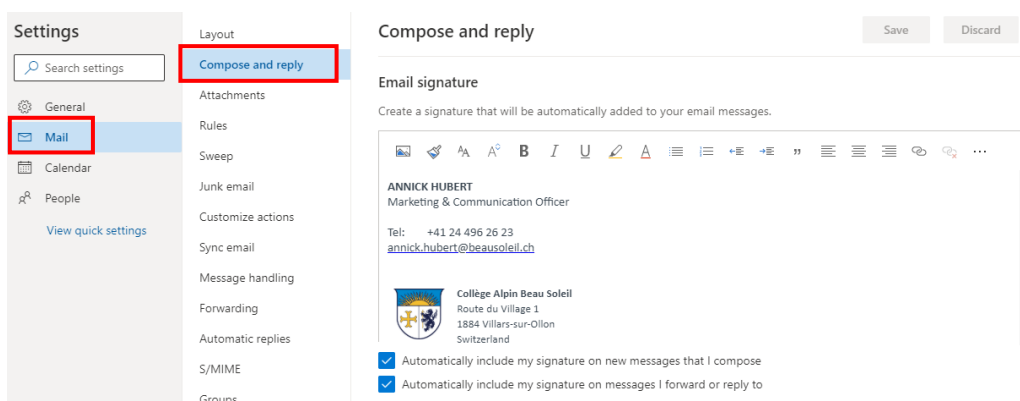
1. Open Webmail in your browser from a **computer**
2. Go to “Settings”, at the top right



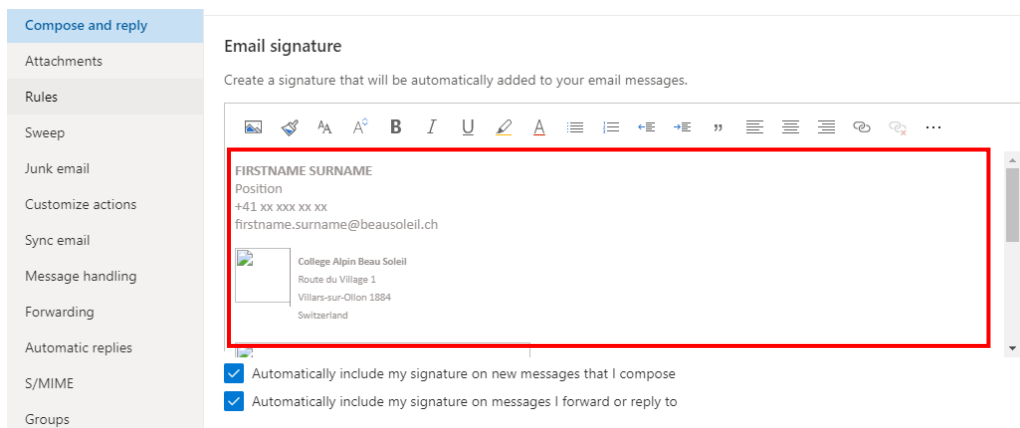
3. Select “View all Outlook settings”, at the bottom right



4. Select “Mail”, then “Compose and reply” on the new window



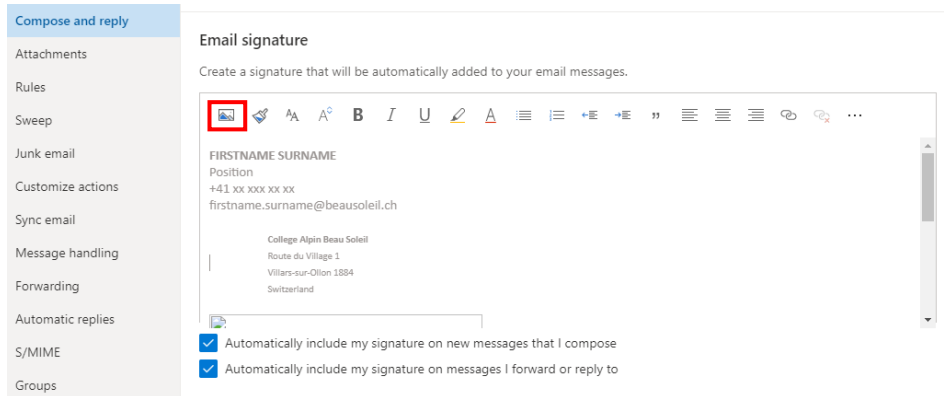
5. Your current signature will appear in the square on the right of the window
6. Erase your current signature
7. Open the folder **W:\Signature Mail\Webmail**
8. Open the document called **Email signature template 2020_Webmail** and copy the content
9. Go back to your email signature settings on Webmail and paste the content in the square



10. Change the information for **your contact details**
11. Delete the empty square (previously the school crest) which is in the signature
12. Leave the cursor at the same place



13. Click on “Insert Picture”, on the top left

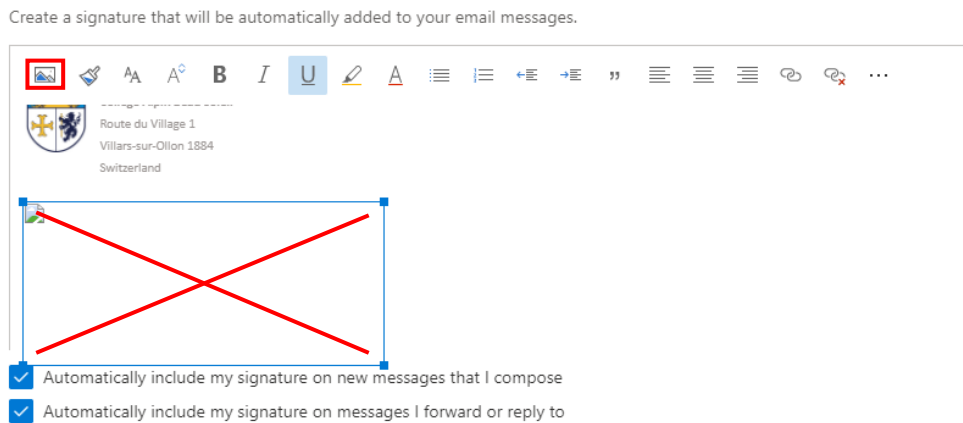


14. Choose the image named **School crest** from the folder **W:\Signature Mail\Webmail**

15. Go down in the signature and delete the empty square (previously the ski image)

16. Leave the cursor at the same place

17. Click on “Insert Picture”, on the top left

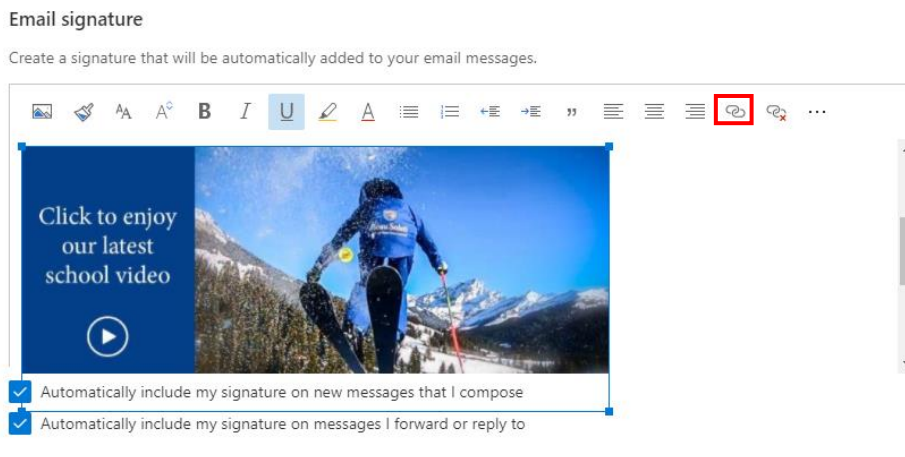


18. Choose the image named **Ski photo** from the folder **W:\Signature Mail\Webmail**

19. You should now have the crest and the ski picture in your signature

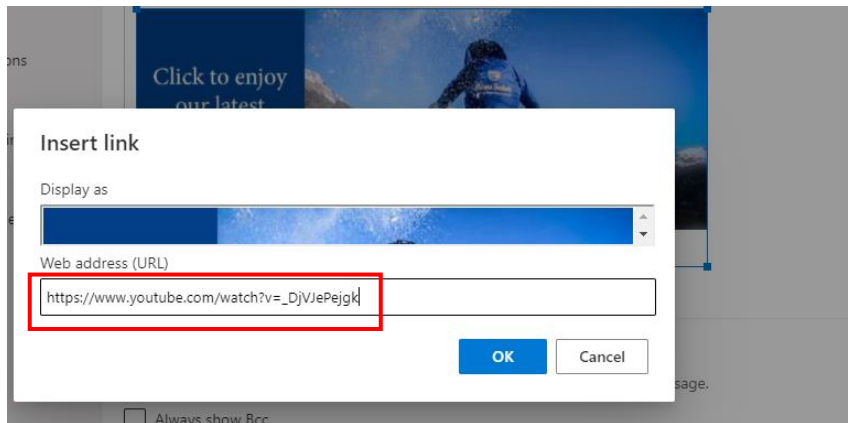
20. Click on the Ski picture

21. Click on “Hyperlink” on the top right, then you will see a “URL” box





22. Copy the link https://www.youtube.com/watch?v=_DjVJePejgk and paste it in this box, then press “OK”



23. Click on “Save” at the bottom right corner
24. Close the window
25. Open a new email and send it to yourself (the new signature should appear)
26. Once you receive it, check that when you click on the logo it directs you to Beau Soleil website

Well done !