



## Insert an Image into Your Outlook for Mac Signature

**Step 1:** Create a new message in Outlook for Mac using the signature to which you want to add the image.

- Make sure the message contains nothing but the signature.
- To insert any signature:
  - Click somewhere in the message body.
  - Hit *Command-A*.
  - Press *Del*.
  - Select *Draft | Signatures* followed by the desired signature from the menu.

**Step 2:** Position the text cursor where you want the image to appear.

**Step 3:** Click *Picture* on the *Message* ribbon.

- If you cannot see the ribbon, click *Message*.

**Step 4:** Select *Photo Browser* to insert an image from iPhoto or Photo Booth. \*

**Step 5:** Select *Picture from File...* to insert an image from any folder.

**Step 6:** Find and double-click (any folder) or drag and drop (Photo Browser) the desired image.

- You can also drag and drop an image from any Finder window or your Desktop right into the message.

**Step 7:** Press *Command-A*.

**Step 8:** Press *Command-C*.

**Step 9:** Close the message window.

**Step 10:** Click *Discard Changes*.

**Step 11:** Select *Outlook | Preferences...* from the menu.

**Step 12:** Go to the *Signatures* category.

**Step 13:** Highlight the signature you're editing.

**Step 14:** Click in the *Signature* editing area.

**Step 15:** Press *Command-A*.

**Step 16:** Press *Command-V*.

**Step 17:** Close the *Signatures* window.

\* You need to be sure that you have the hyperlink activated in the image that you will insert prior to selecting it