

Below are the instructions for adding a graphic to your Outlook 2016, and 2013 or Outlook 2010 email signature.

1. Choose **File** from the menu in MS Outlook.
2. Select **Options** to open *Outlook Options*.
3. Go to the **Mail** tab.
4. In the *Compose messages* section, choose the **Signatures** button next to *Create or modify signatures for messages*.
5. If you already have a signature that you want to add an image to, skip down to Step 6. Otherwise, select the **New** button in the *E-mail Signature* tab to make a new Outlook signature.
 1. Name the signature something unique and then enter any text you want to be included in the signature in the area at the bottom of the *Signatures and Stationery* window, in the *Edit signature* section.
6. Make sure the signature you want to add a picture to is selected.
7. Position the cursor where you want to insert the picture.
8. Select the insert pictures button in the formatting toolbar to select the image you want in the signature. It's the one between the *Business Card* and hyperlink buttons.
 1. **Important:** Make sure the image is small (less than some 200 KB would be best) to avoid having it take up too much space in the email. Adding attachments already increases the message size, so it's recommended to keep the image signature small.
1. Select **OK** on the *Signatures and Stationery* window to save the signature.
2. Select **OK** again to exit out of *Outlook Options*.