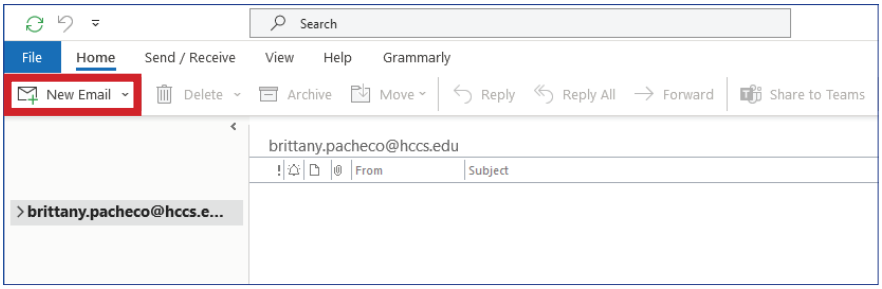
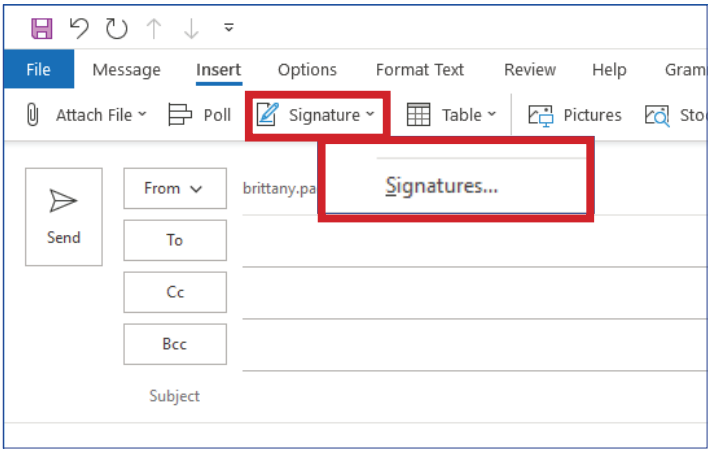
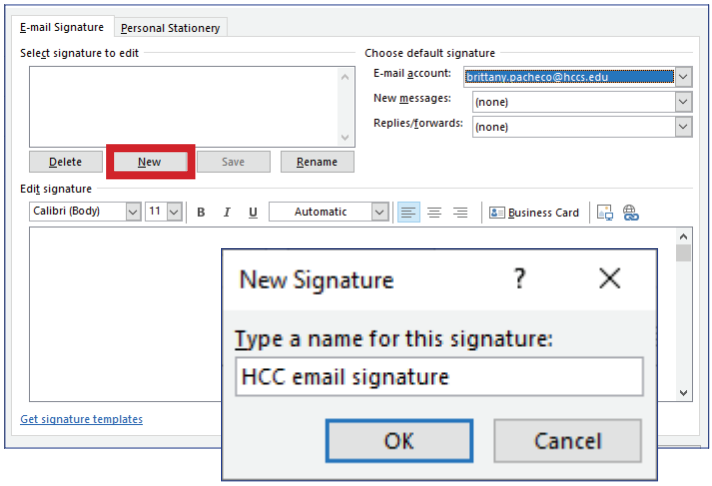
HCC EMAIL SIGNATURE INSTRUCTIONS (WINDOWS)

1. Go to **hccs.edu/brandfolio** to log in and create your email signature.
2. Complete the email signature form, preview, and download the high-resolution PNG file to your computer.
3. Open **Microsoft Outlook** and open a **New Email**.

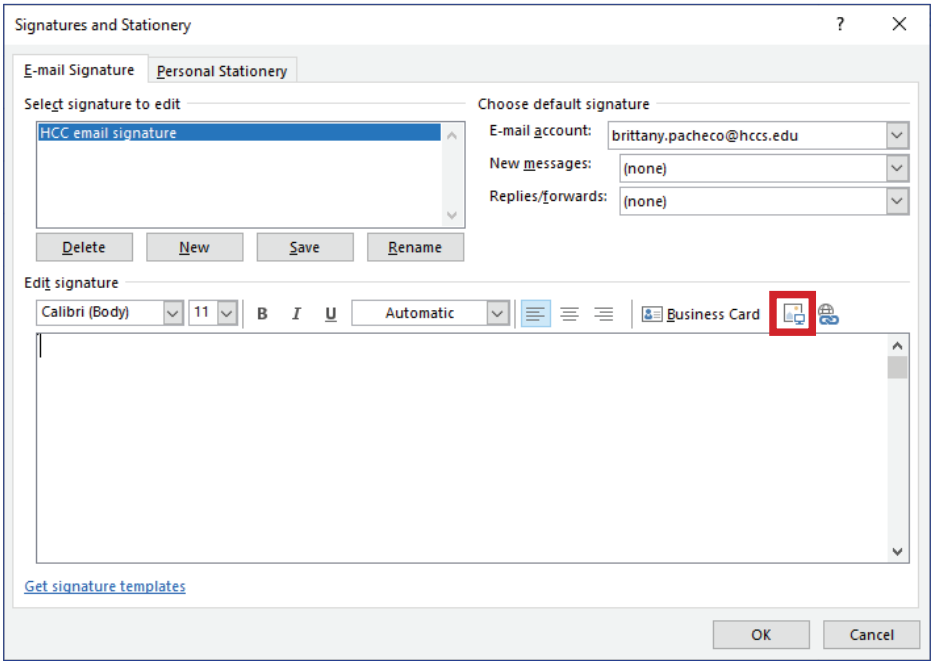


4. Under **Insert** click on **Signatures** and **Signatures** to add a new signature.



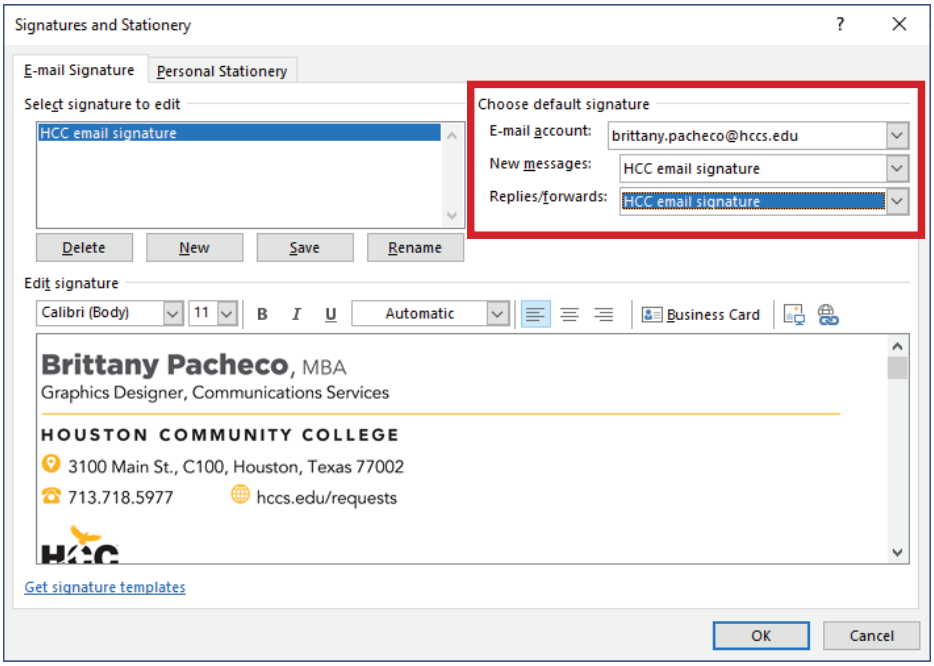


5. In the new E-mail Signature window, click **New** to create a New Signature and type a name.



6. After creating a New Signature, click on the **Pictures icon** and locate the downloaded email signature PNG to add.

7. Right-click on the PNG image to **Edit Alt-Text**. Type your contact information shown on your email signature into the text box and **Save**.



8. Under **Choose default signature**, set the **new signature as the standard** for New messages and/or Replies/forwards.

9. Click **OK** to save and close the window.

10. Back in the New Email window, you can now click on **Signatures** to add the new email signature.