

Get the Facebook Logo:

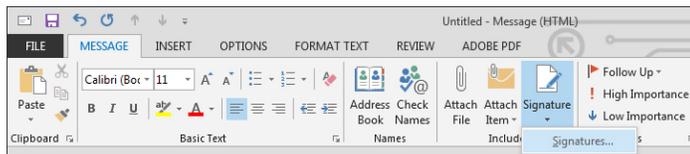
1. Go to <https://www.facebookbrand.com/> to get the Facebook logo to use in your email signature.

Logos and Badges



2. Click on the logo and select Online (low-res).
3. Read and accept the user guidelines and then click Download.
4. Save the Facebook icon to your desktop and then right click on the Zip file and select Extract All.

Create a Signature in Outlook:



1. Open a new message. On the Message tab, in the Include group, click Signature, and then click Signatures.
2. On the E-mail Signature tab, click New.
3. Type a name for the signature, and then click OK.
4. In the Edit Signature box, type the text that you want to include in the signature such as your name, phone or website address.
5. To format the text, select the text, and then use the style and formatting buttons to select the options that you want.
6. Click  Picture icon, browse to the icon you saved to your computer, click to select it, and then click OK.
7. Click on the Facebook icon you added in the previous step, and then click  Hyperlink icon.
8. In the Address box, type the URL or copy and paste the web address for your Facebook account.*
9. Click OK.
10. To finish creating the signature, click OK

***Note:** Be sure the URL or web address has the completed "Information About Broker Services" and "Consumer Protection Notice"

Adding Signature to Emails:

Choose default signature

E-mail account:

New messages:

Replies/forwards:

Signatures can be added automatically to all outgoing messages, or you can choose which messages include a signature.

Insert a Signature Automatically:

1. On the Message tab, in the Include group, click Signature, and then click Signatures.
2. Under Choose Default Signature, in the E-mail Account list, click an e-mail account with which you want to associate the signature.
3. In the New Messages list, select the signature that you want to include.
4. If you want a signature to be included when you reply to or forward messages, in the Replies/Forwards list, select the signature. Otherwise, click (none).

Insert a Signature Manually:

1. In a new message, on the Message tab, in the Include group, click Signatures, and then click the signature that you want.

Tip: to remove a signature from an open message, select the signature in the message body, and then press Delete.

Note: Each message can only contain one signature.

