

# Adding an Image to Your Email Signature

## Promote AdviceWorks With Every Email

Email signatures are a great way to promote AdviceWorks. You can also make the image clickable to give them more information by sending them to [adviceworks.net](http://adviceworks.net).

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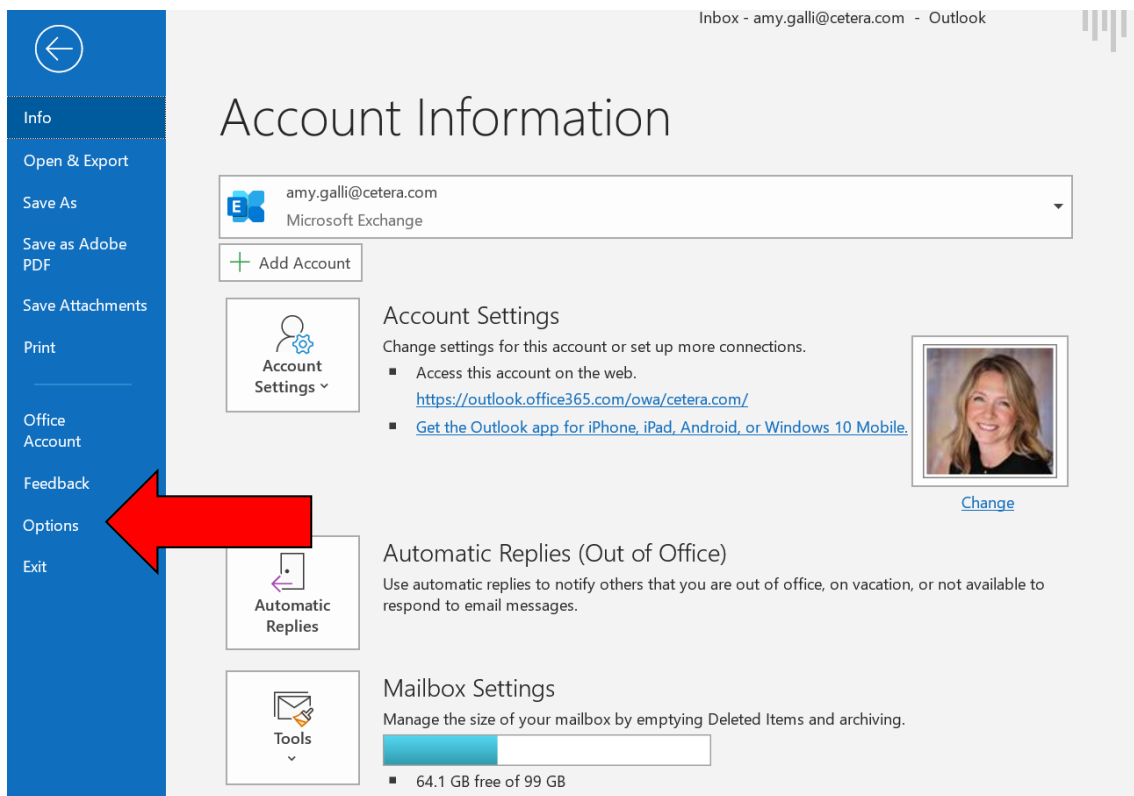
[amy.galli@cetera.com](mailto:amy.galli@cetera.com)



To add an image to your email signature, first download and save the file to your computer. Next, follow these steps:

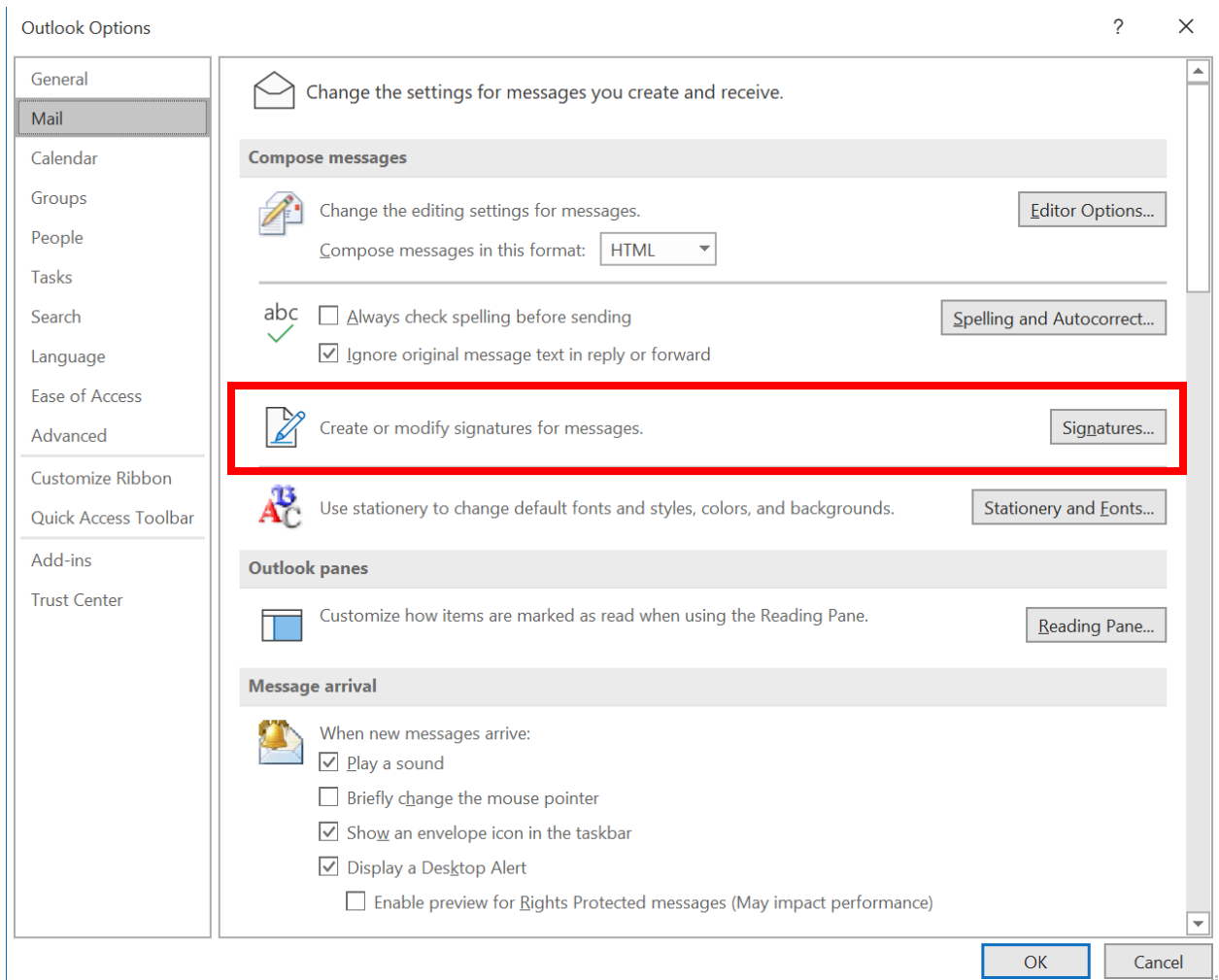
1. Go to Outlook and select, “File” and “Options”

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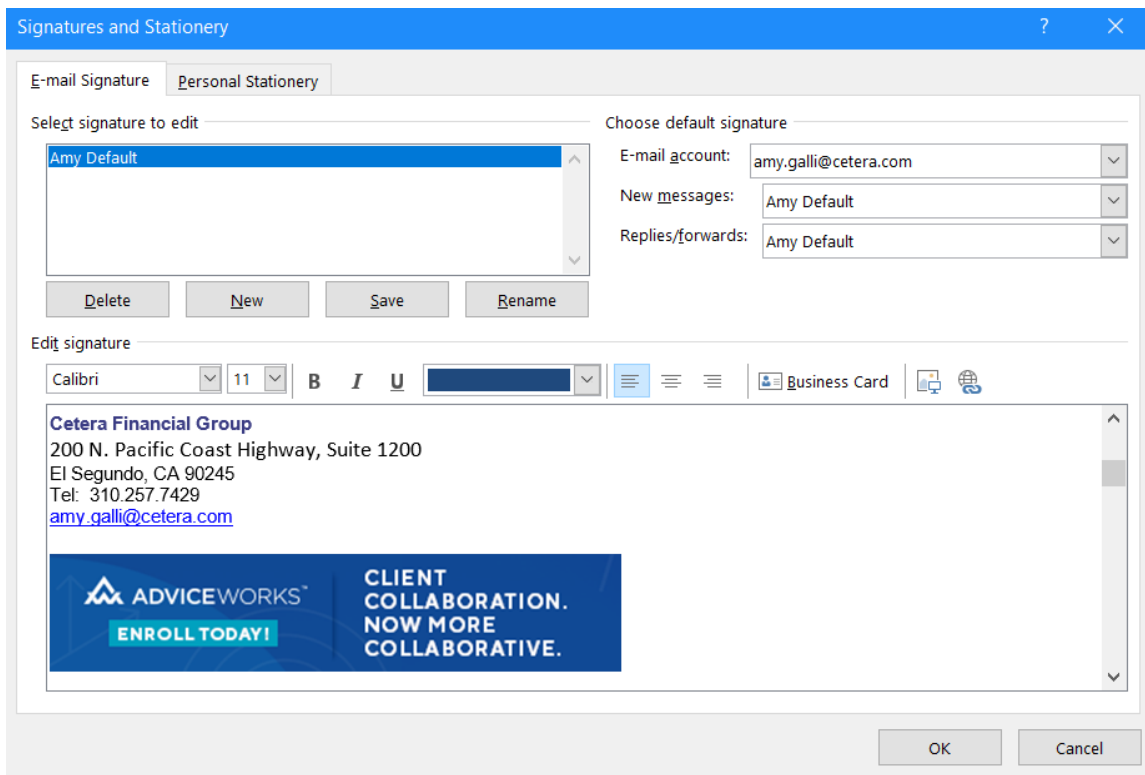
2. Select “Mail” from the left-hand column and “Signatures”

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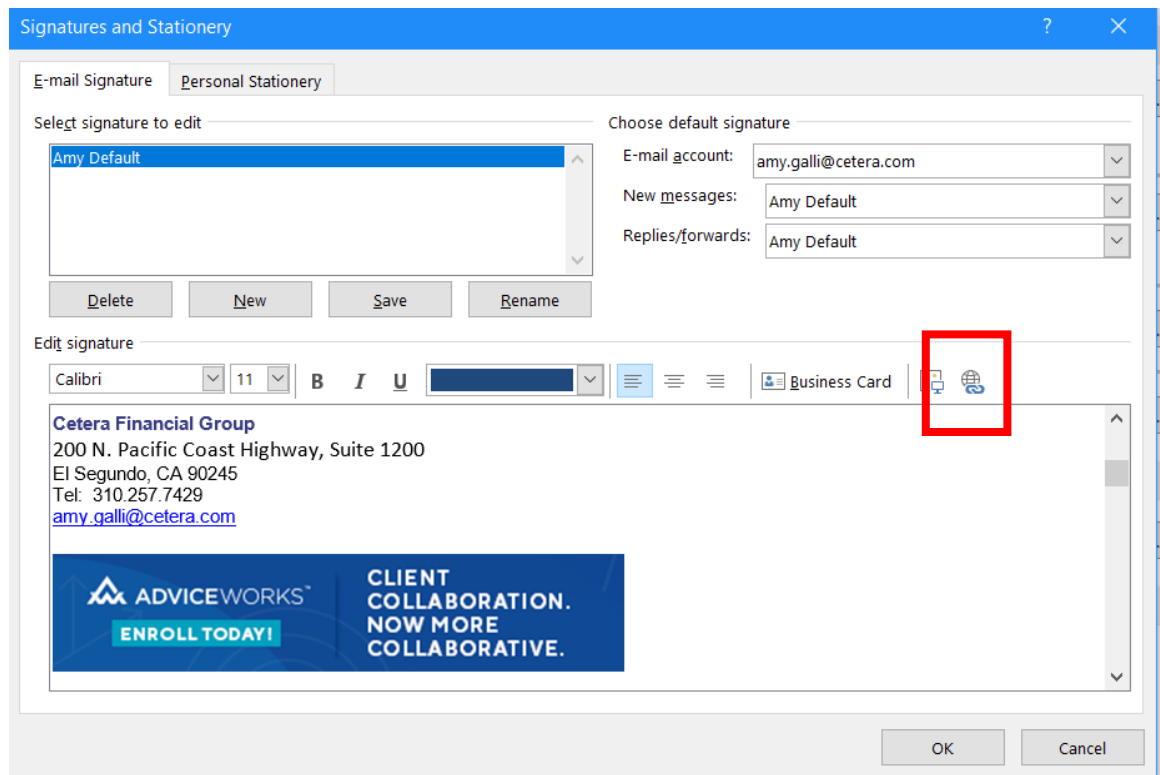
3. You will go back to the file on your computer and right click to make a copy of it. In your signature block, paste the image where you want it to show up.

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4. Lastly, you will want to make that image clickable. Click on the image and then select the insert link option from the icon in the tool menu.

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5. Insert your link and select “ok”.

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