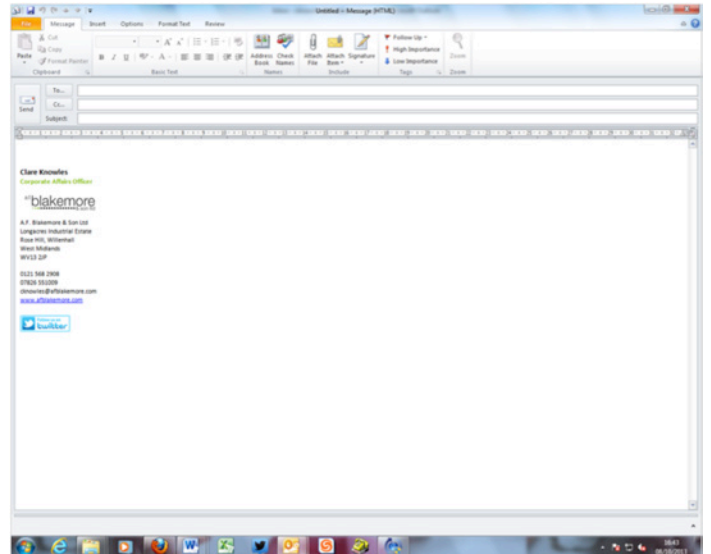


Outlook Email Signature Setup

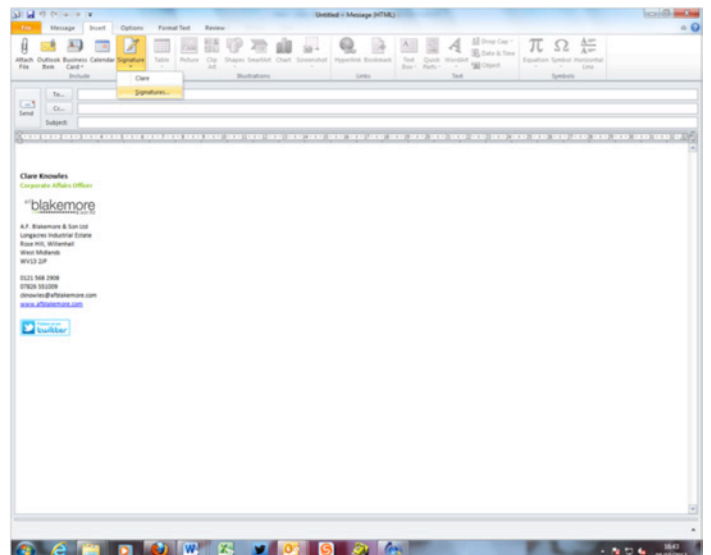
Step 1

Open a new email



Step 2

Select the insert tab then click on signatures



Step 3

Select signature to edit then set as follows. All images are available in the Email Signature folder- Use colours from brand guidelines.

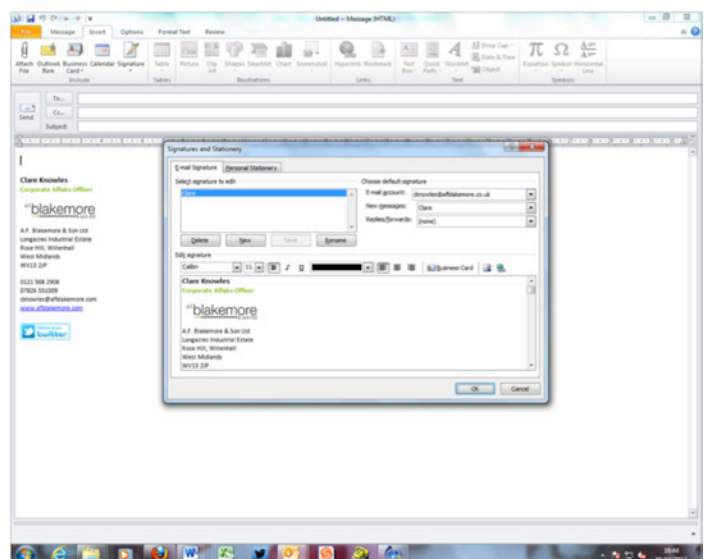
Your Name - Calibri 12pt Bold

Your Job Title - Calibri 10pt Bold

a.f. **blakemore**
●●●●●●●●●● & son ltd

A.F. Blakemore & Son Ltd - Calibri 9pt (Black)
Longacres Industrial Estate
Rose Hill, Willenhall
West Midlands
WV13 2JP

0121 568 2908
07967 220935
name@afblakemore.com
www.afblakemore.com



Setting up Hyperlinks in Outlook Signatures

Step 1

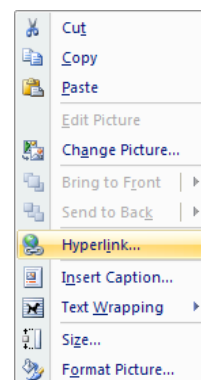
Insert the image/s into your email signature

a.f. blakemore
..... & son ltd



Step 2

Right click the image and select hyperlink



Step 3

Type, select (from your e-browser) or paste the web address you want to link it to

