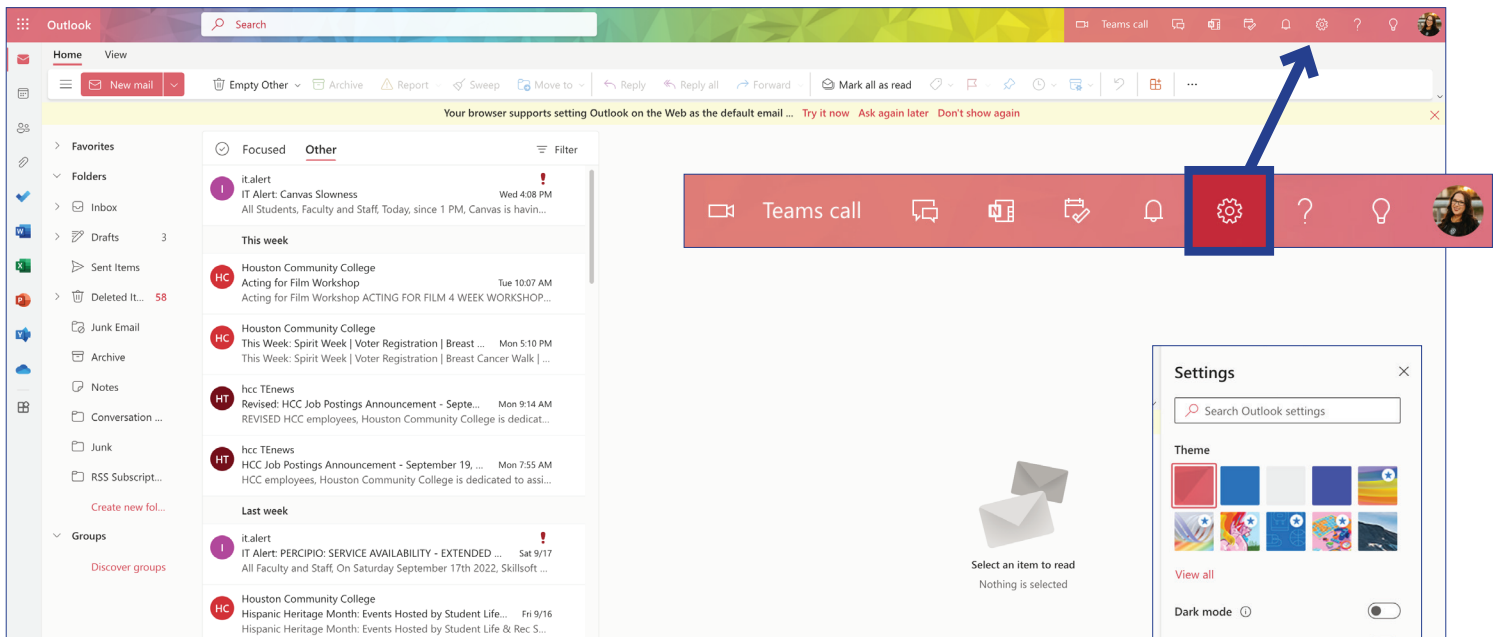
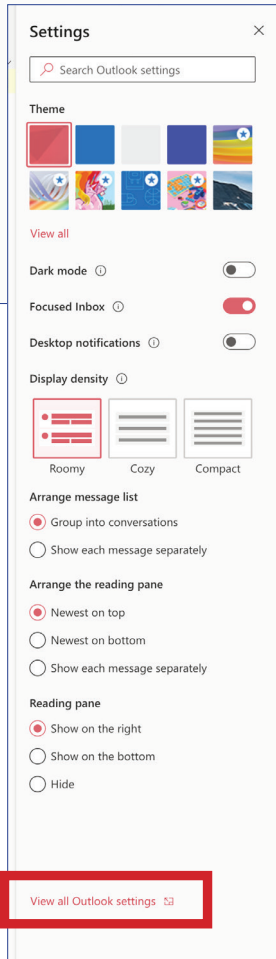


HCC EMAIL SIGNATURE INSTRUCTIONS (OUTLOOK 365)

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 **Outlook 365** on your browser. Near the top right corner, click on the gear icon to open **Settings**.

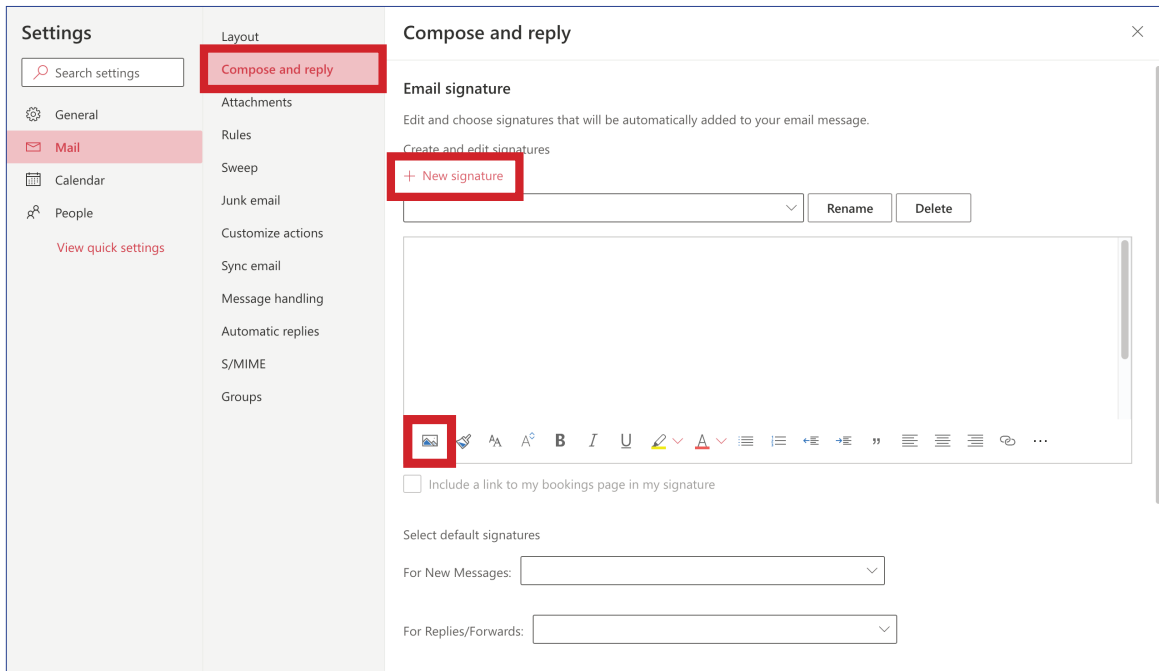


The screenshot shows the Outlook 365 web interface. The top right corner features a red toolbar with icons for Teams call, calendar, mail, and a gear icon for settings. A blue box highlights the gear icon, with a blue arrow pointing to it from the right. Below the toolbar, the main email list is visible, showing various messages from Houston Community College. A 'Select an item to read' prompt is also present.

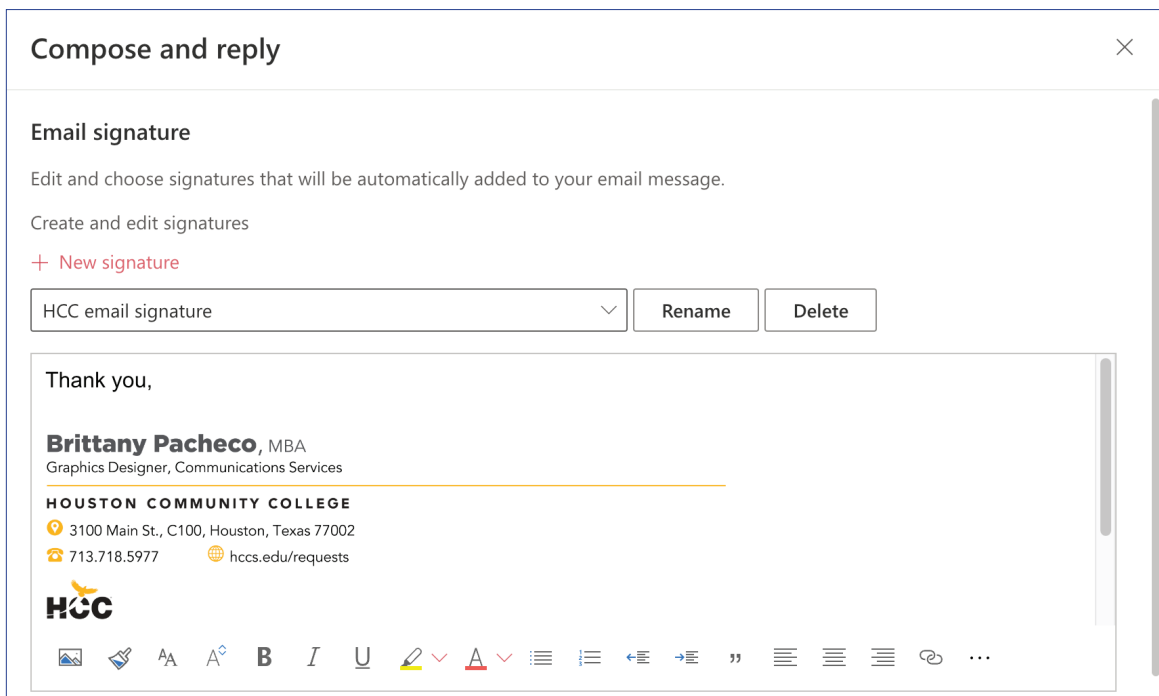


The Settings pop-out window is shown on the right side of the screen. It has a search bar at the top and a 'Theme' section with several color options. Below that, there are sections for 'Dark mode', 'Focused Inbox', 'Desktop notifications', and 'Display density'. The 'Display density' section has three options: 'Roomy', 'Cozy', and 'Compact'. The 'Arrange message list' section has two options: 'Group into conversations' (selected) and 'Show each message separately'. The 'Arrange the reading pane' section has three options: 'Newest on top' (selected), 'Newest on bottom', and 'Show each message separately'. The 'Reading pane' section has three options: 'Show on the right' (selected), 'Show on the bottom', and 'Hide'. At the bottom of the window, there is a red box around the 'View all Outlook settings' link.

4. The Settings toolbar will appear on the right of the screen. Scroll and click on **View all Outlook Settings**. A new pop out window will appear.

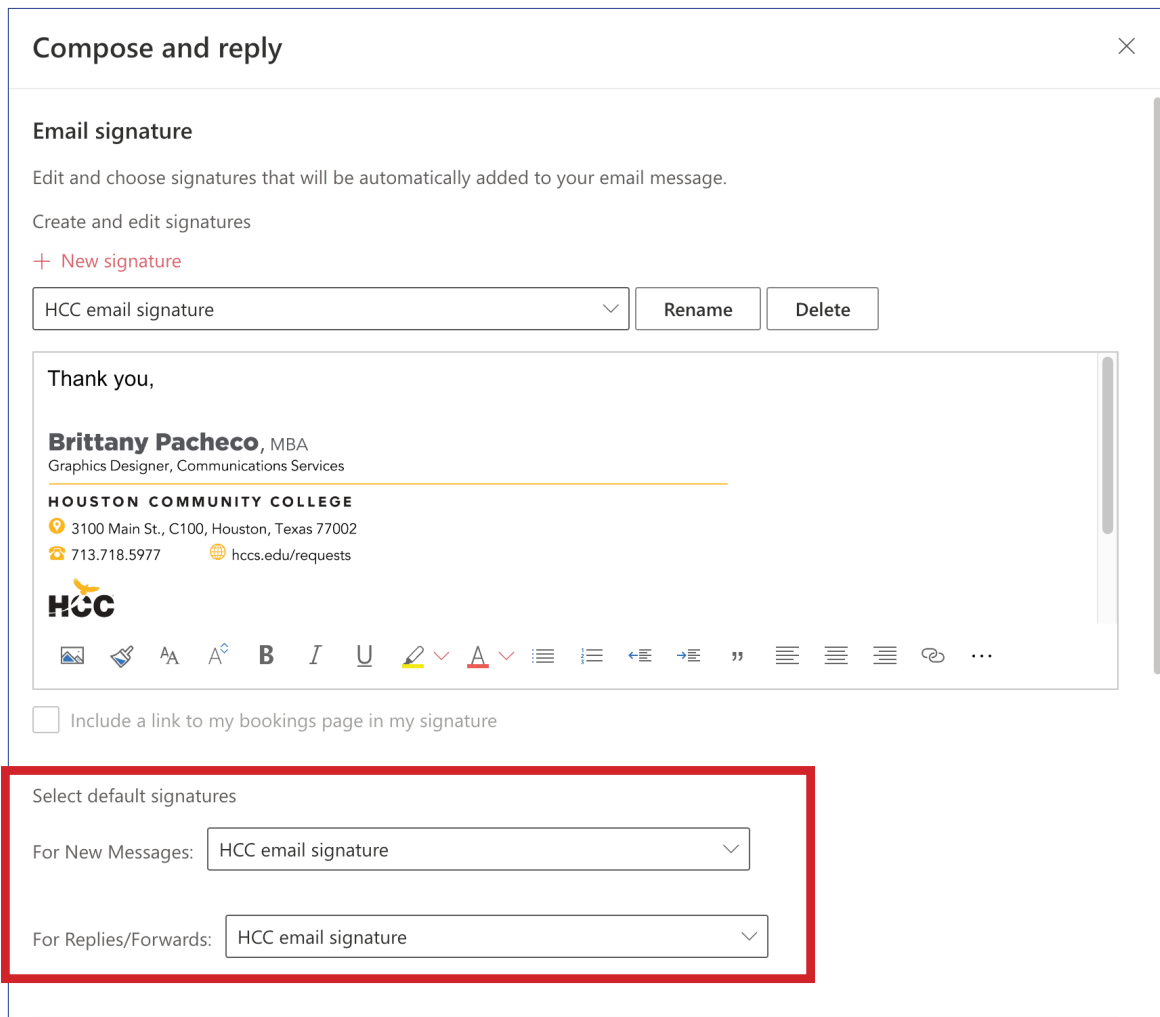


5. In Settings, click on **Compose and reply**. Under Email signature, click on **+ New Signature** and name the new signature.
6. In the textbox, click on the **Insert pictures inline** icon. Locate the downloaded PNG on the computer and click **Open**.



7. The PNG image will be large and needs to be resized. Click on the PNG and **take one of the corner anchors** to scale the image down. (The height will automatically adjust when using the corner anchors.)
8. Click **Save**.

- 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**.



- Under **Select default signature**, set the **new signature as the default** for New messages and/or Replies/forwards.
- Click **Save** and close the window.
- Open a **New Email** in the Inbox to see your new email signature in place.