

## **How To Include the SFI Footer GIF In Email Signature in Outlook**

1. Open Microsoft Outlook
2. Click on "Tools" on the menu bar
3. Click on "Options" (last line item in pull-down menu)
4. Click on "Mail Format" (third tab across the top)
5. Click on "Signatures"
6. Choose your regular Signature and click "Edit"
7. A text box will pop up then. Scroll down to the bottom of your current Signature and right click on the white of the text box.
8. Click on "Insert Image"
9. A window will prompt you to find your Picture Source. Click "Browse" and locate the SFI email GIF on your computer.
10. To exit the screens after you have uploaded the GIF, click "OK" several times until it takes you back to your mail.