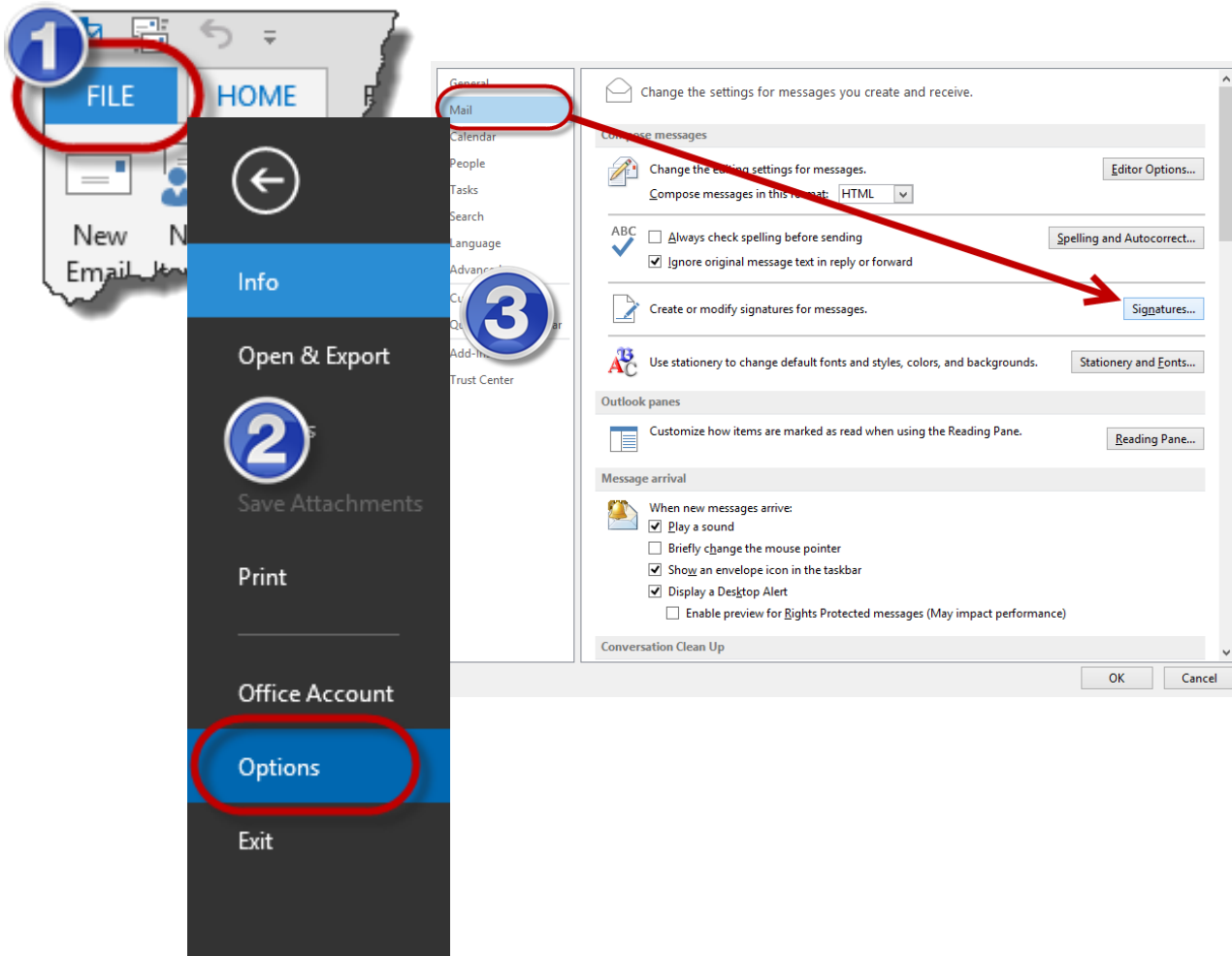
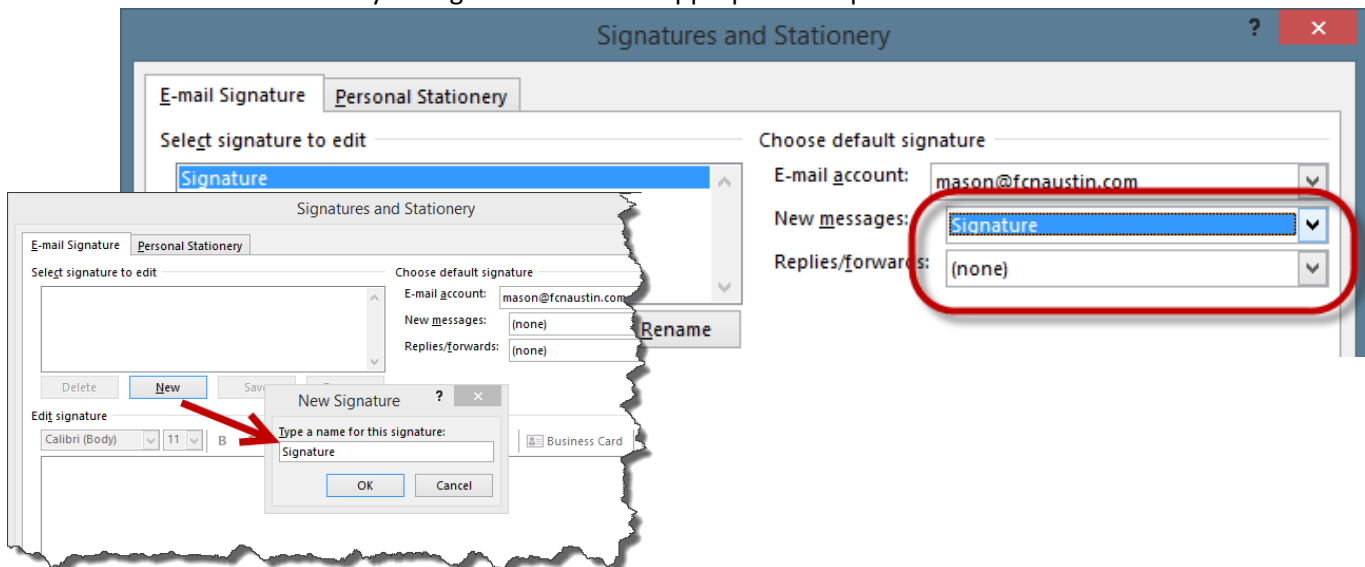



# Put your logo in your Outlook Signature without it showing up as an attachment

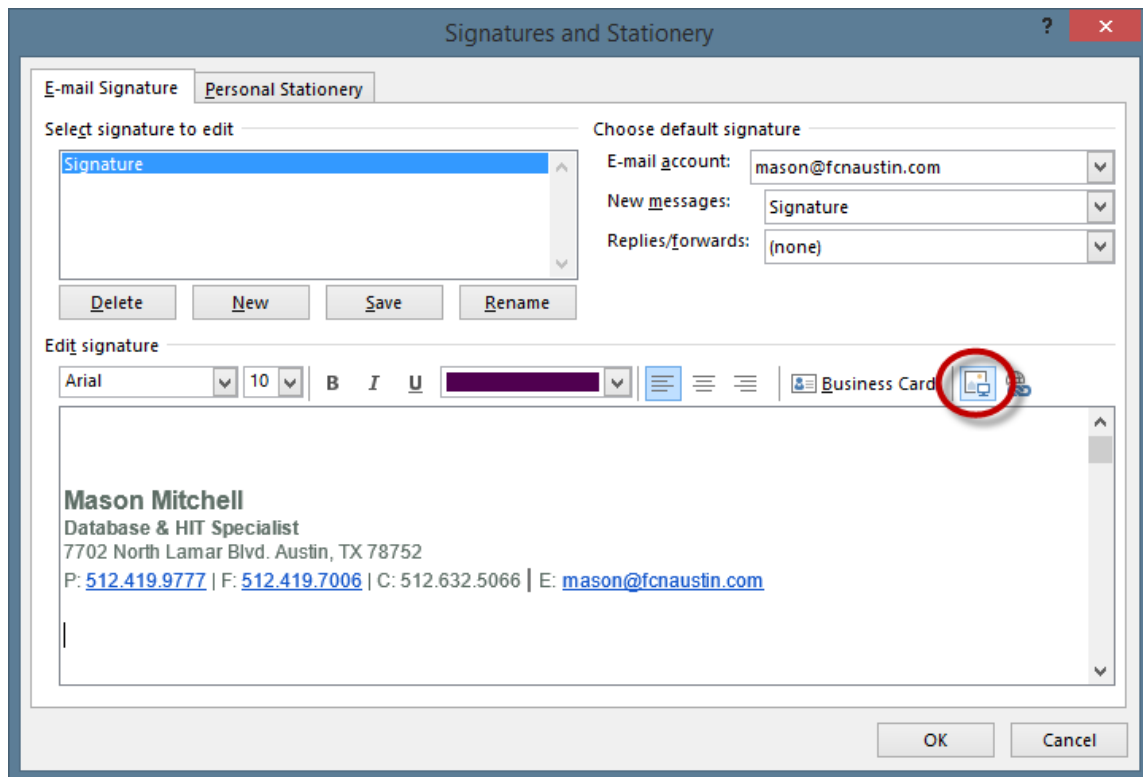
Click **File** at the top left, then select **Options** and from the options window go to the **Mail** section and click on the **Signature** button:



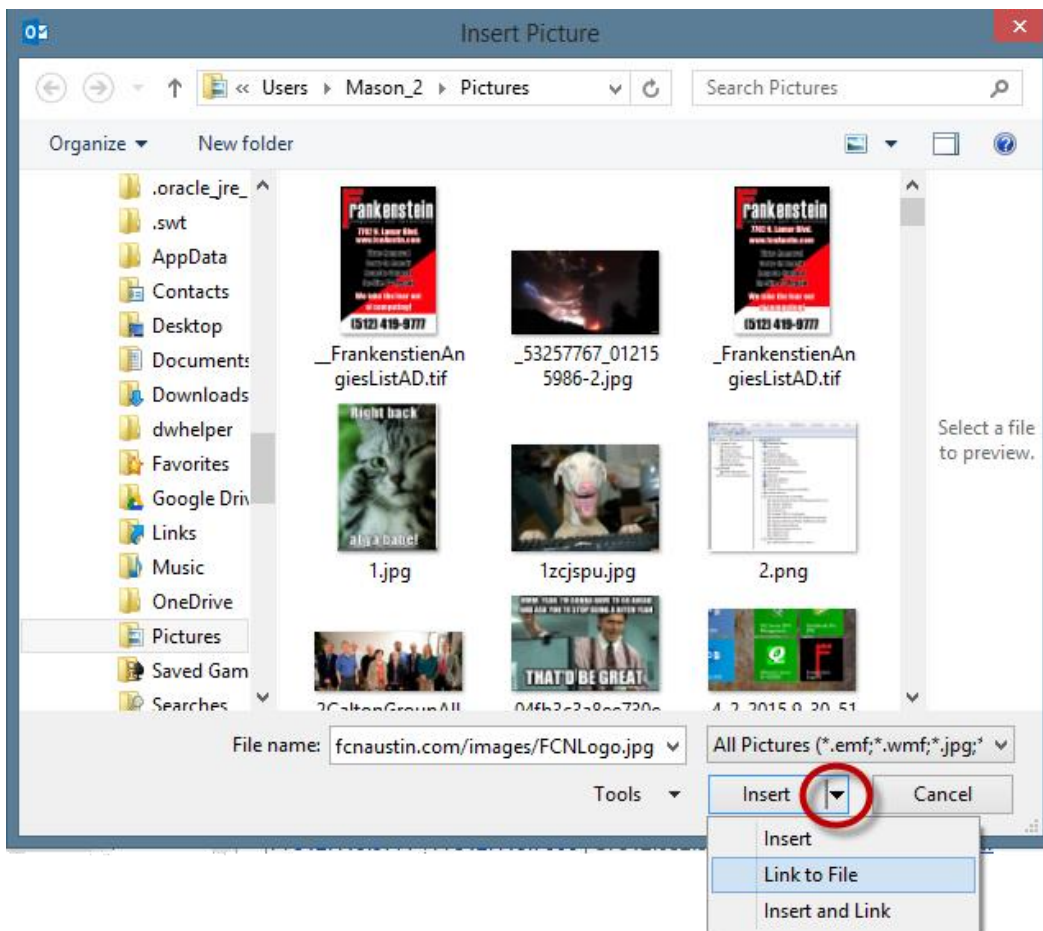
In the **Signature and Stationery** window, if you don't already have a signature click **New** and give your signature a name and click **OK**. Be sure to select your signature from the appropriate dropdowns when finished.



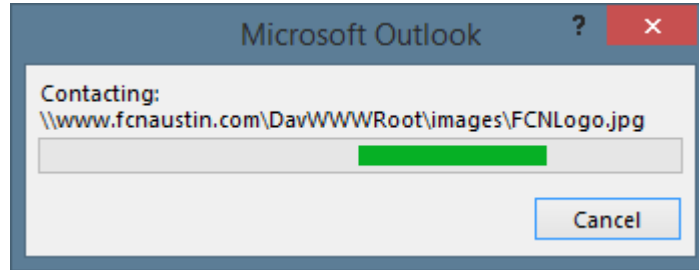
Once you have typed and styled your signature, click on the  **Insert Picture** button.



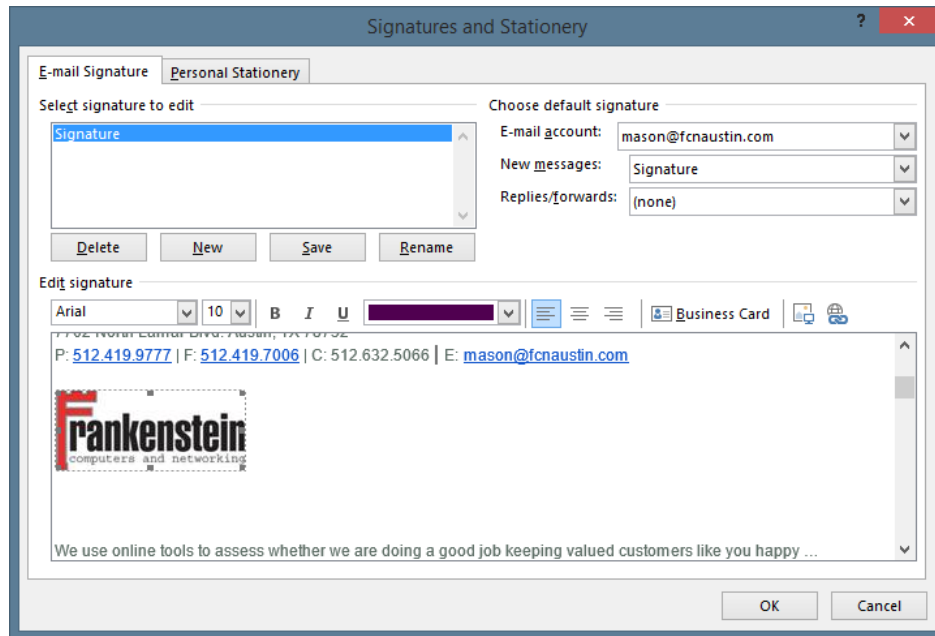
Paste the link to the image you want to insert into your signature and click the downward pointing arrow on the right side of the **Insert** button and select **Link to File**.




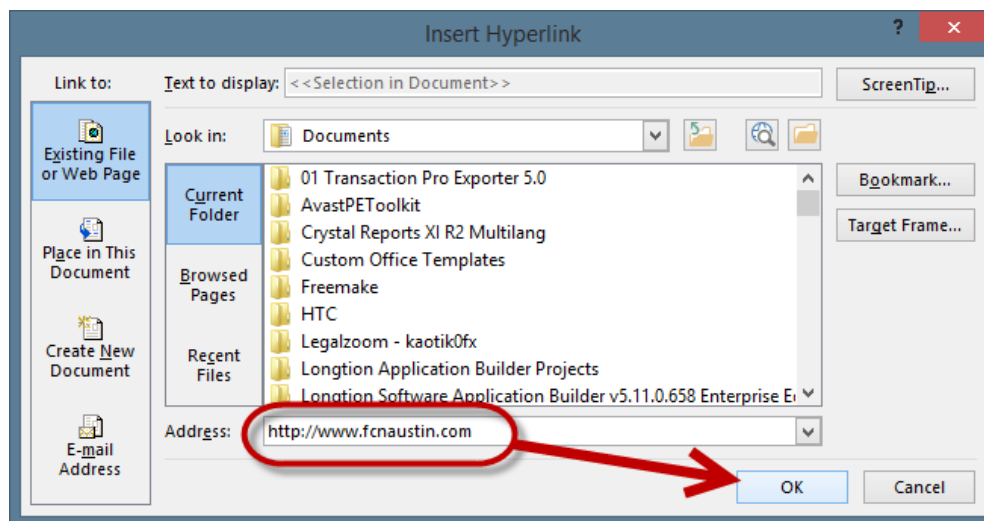
You will have to wait for Outlook to connect to the website to acquire the image and you might have to do it several times before the option to **Link to File** appears.



Once the Link to Image takes, the **Insert Picture** window will disappear and you will see the image in your signature.



Now you can add a hyperlink to the image by selecting the image and clicking on the  **Hyperlink** button and typing in where you want the image to point.



Click **OK** and **OK** again and you'll find yourself back to your inbox...

Now, when you send an email to someone, your company logo will not show up as an attachment to the email.