

## Steps to load an Outlook email signature banner

You can add a banner to your Outlook email signature by following these steps:

- Open the email signature banner file.
- Right click and copy the email signature image.
- Click on the 'File' tab on your email navigation bar.
- Click on **Options** on the left-hand side menu.
- An 'Outlook Options' page will open – click on **Mail** on the left-hand side menu.
- Click on **Signatures**.
- Right click and paste the image into the 'Edit signature' text section.
- Accept by clicking **Ok** at the bottom.
- Accept by clicking **Ok** at the bottom again to close the window.

To test your new email signature, please open a new email, and the signature should appear at the bottom.

If you have any questions, please email Marketing Support at [Marketing\\_Support@discovery.co.za](mailto:Marketing_Support@discovery.co.za).