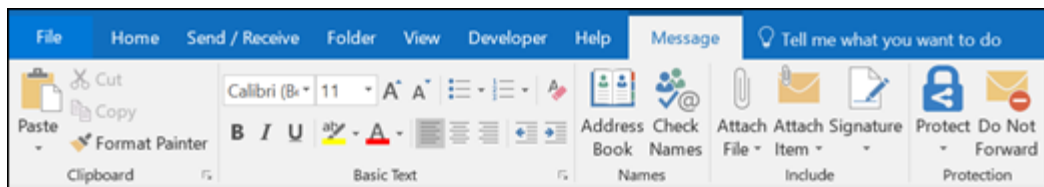
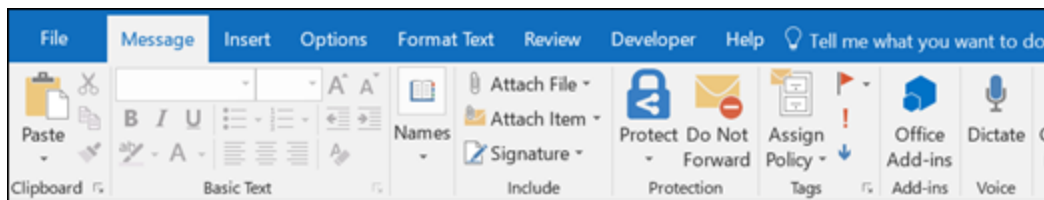



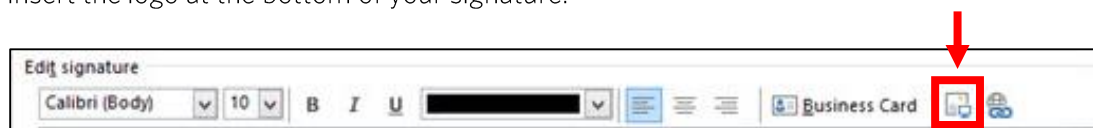
Instructions for inserting the UBC School of Kinesiology 75th Anniversary logo into your email signature

1. Download the 75th Anniversary logo signature file.
2. Open a new email message in the Outlook desktop application.
3. On the **Message** menu, select **Signature > Signatures**.

Depending on the size of your Outlook window and whether you're composing a new email message or a reply or forward, the **Message** menu and the **Signature** button might be in two different locations.



4. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a *name* for the signature OR choose the signature you want to edit.
5. Select the Image icon  , locate 75th Anniversary logo image file, and select **Insert**. Please insert the logo at the bottom of your signature.



6. When you're done, select **OK**, then select **OK** again to save the changes to your signature.