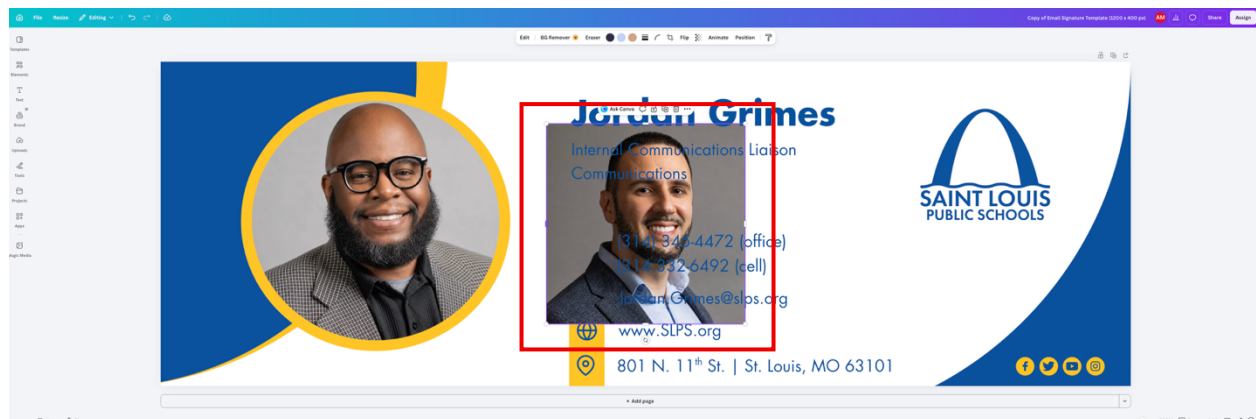


How to Create Your Email Signature in Canva

1. Click the provided link. When the window below appears, click **Use This Brand Template**.



2. Drag your photo anywhere onto the Canva canvas. It should appear as shown below.



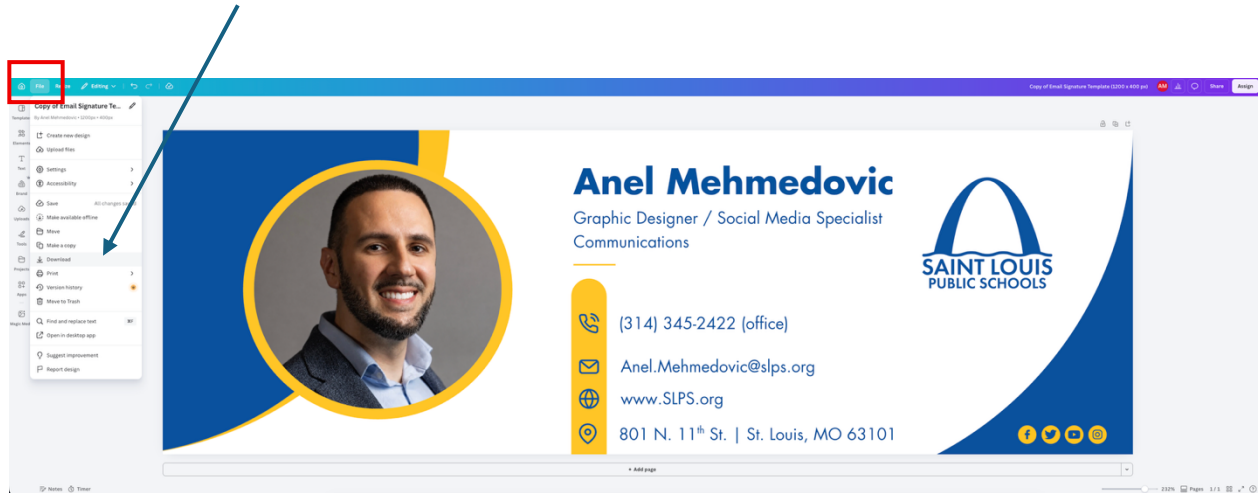
3. Drag your photo into the circle. It should automatically be placed inside the frame.



4. Click any text box you would like to edit and update it with your information.



5. When you are satisfied with the final design, click **File** in the top-left corner, then select **Download**.



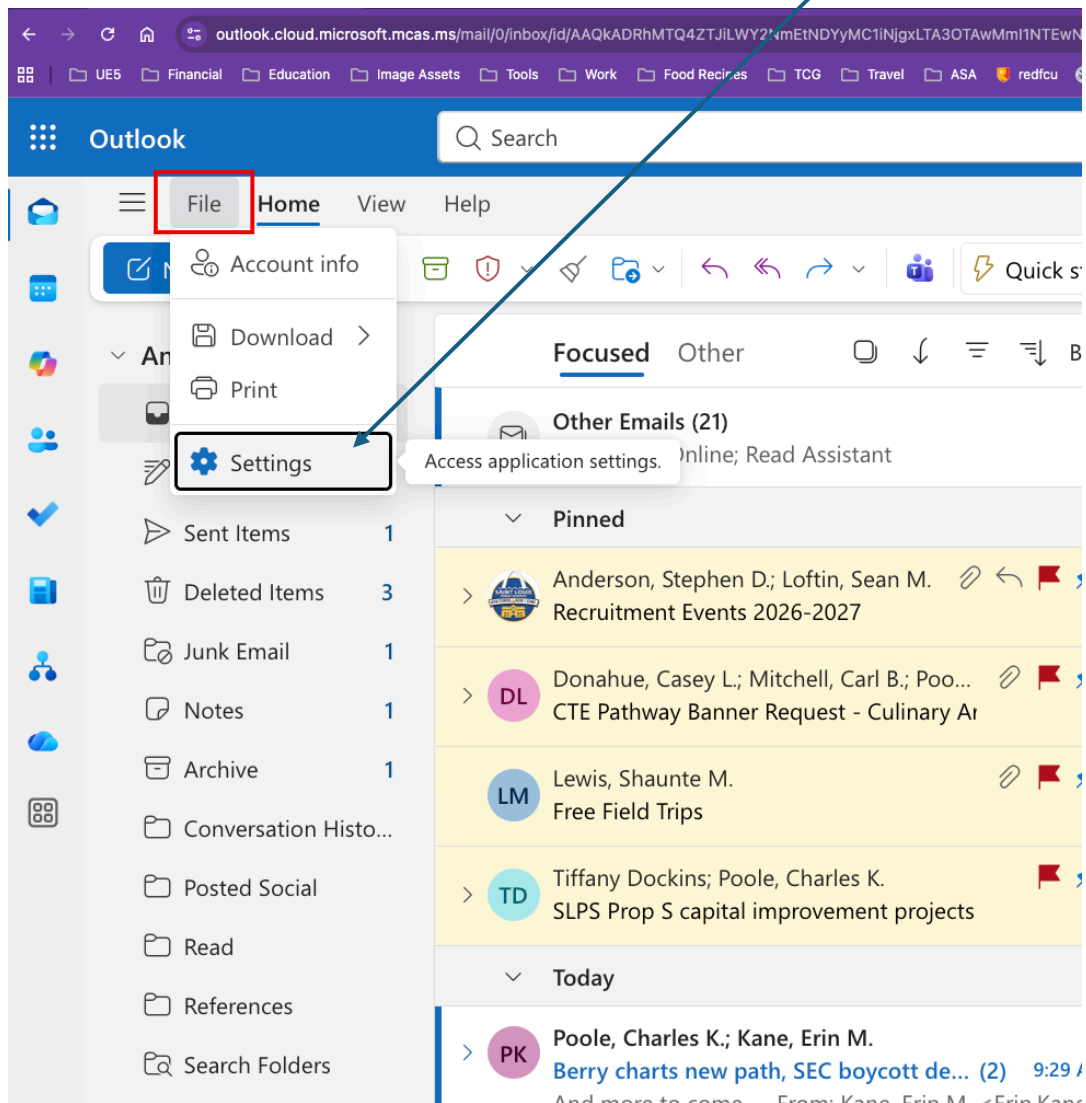
6. A new window should appear in the top-right corner. Make sure **PNG** is selected as the file type. If it is not, select **PNG** from the dropdown menu, then click **Download** at the bottom of the window.

Your email signature image will automatically be saved to your Downloads folder.

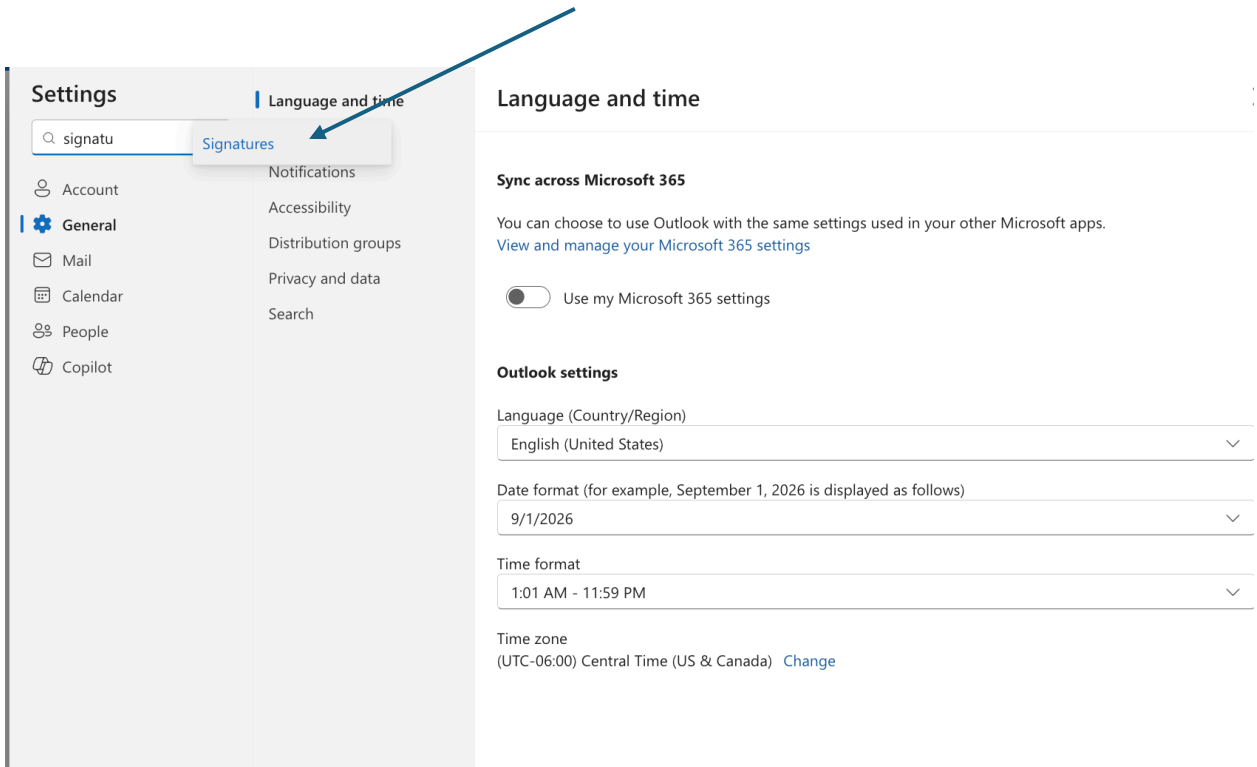


How to Add Your Email Signature to Outlook

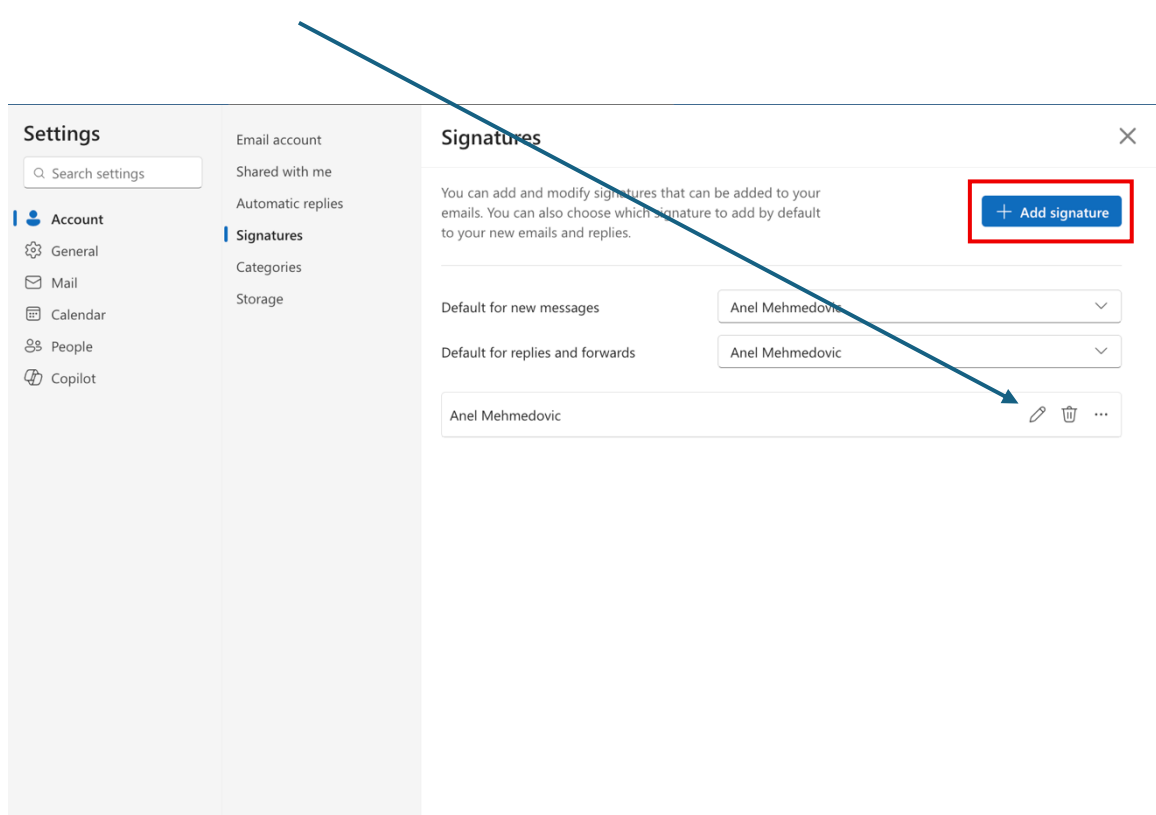
1. Open Outlook and click **File** in the top-left corner. Then select **Settings** from the menu.



2. In the search bar, type **Signatures**. A result labeled **Signatures** should appear on the right side of the window. Click **Signatures** to open the signature settings.



3. Click **Add Signature** if you do not already have a signature. If you have an existing signature, click the **pencil icon** next to it to edit it.



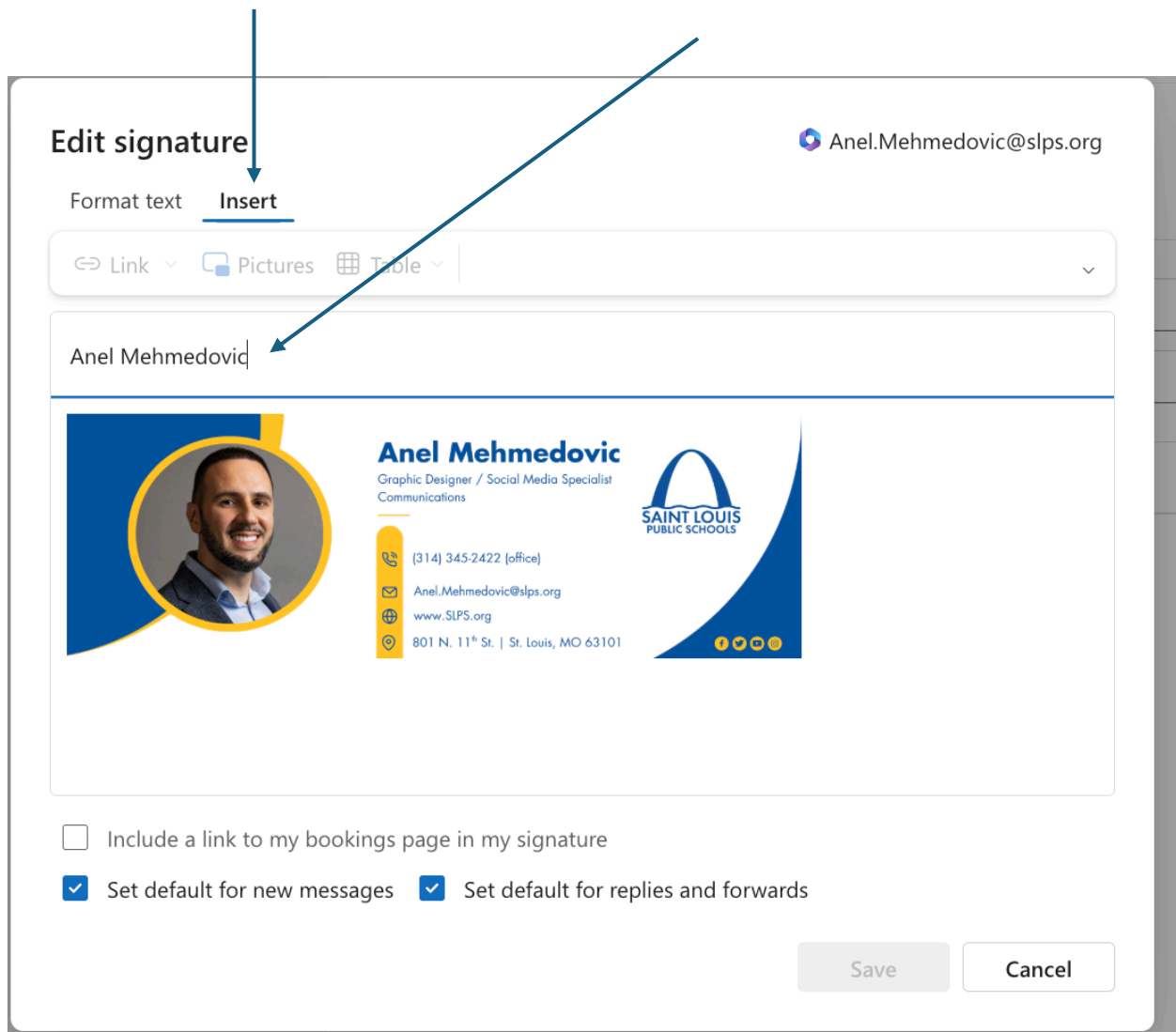
4. Click **Insert** at the top of the window. In the **Signature Name** field, enter your name to identify the signature.

Next, drag and drop the image you previously saved from Canva into the signature editor at the bottom of the window. Your email signature should appear as an image.

Be sure to resize the image appropriately; otherwise, it may appear too large in your emails. The size shown below is recommended.

Next, enable **Set as default for new messages** and **Set as default for replies and forwards**.

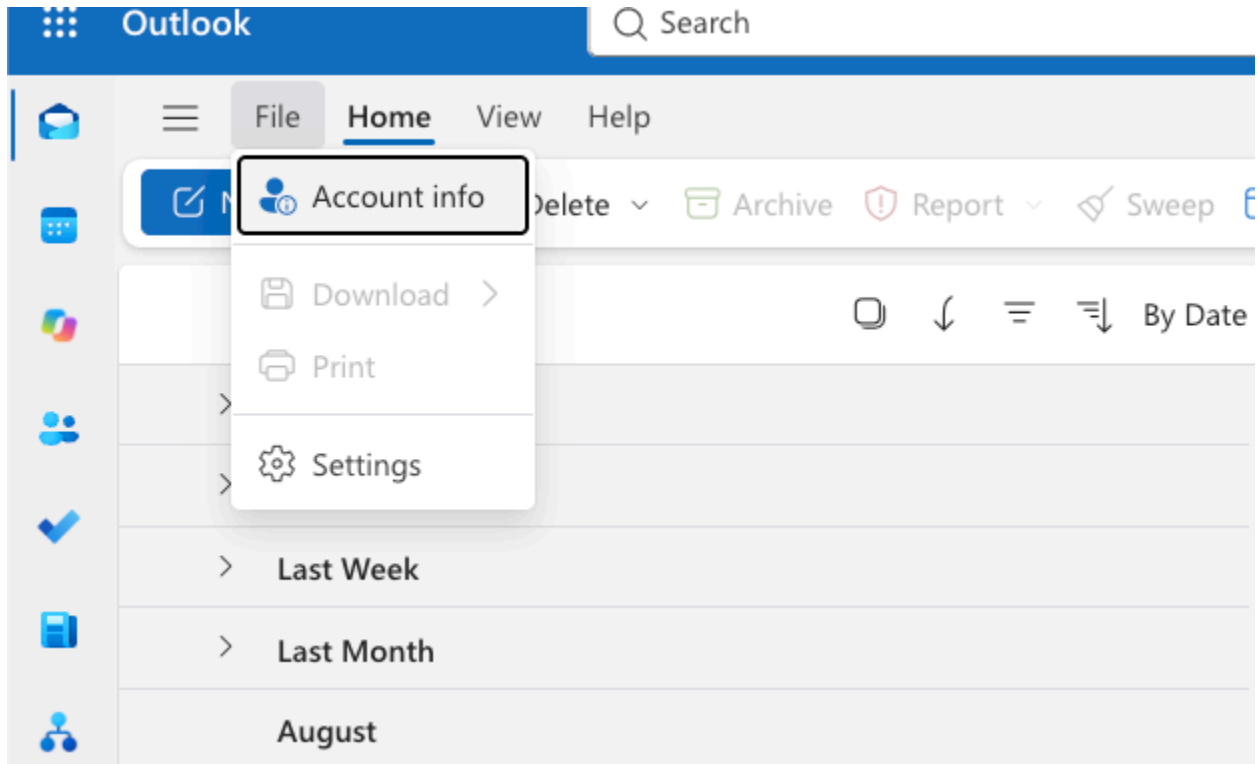
Finally, click **Save** and send yourself a test email to confirm that your signature appears correctly.



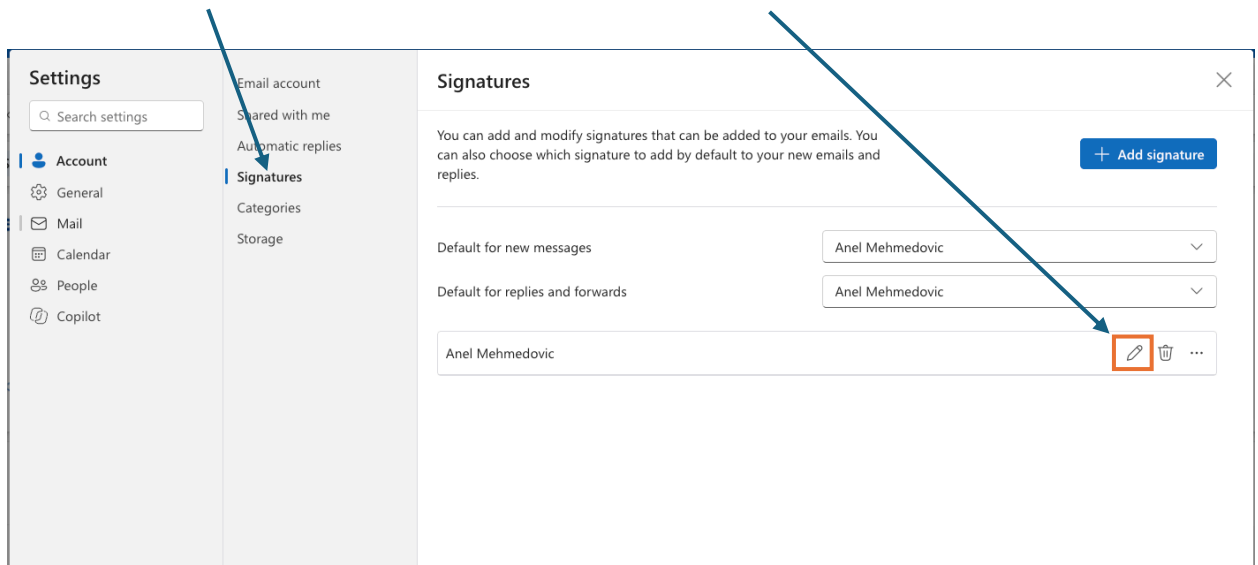
The screenshot shows the 'Edit signature' interface. At the top left, the title 'Edit signature' is displayed. To its right is the email address 'Anel.Mehmedovic@slps.org'. Below the title, there are two tabs: 'Format text' and 'Insert', with 'Insert' being the active tab. A blue arrow points from the top of the window down to the 'Insert' tab. Below the tabs is a toolbar with icons for 'Link', 'Pictures', and 'Table'. Another blue arrow points from the top right of the window down to the 'Pictures' icon. Below the toolbar is a text input field containing the name 'Anel Mehmedovic'. Below this field is a large rectangular area showing a preview of the email signature. The preview includes a circular profile picture of a man, the name 'Anel Mehmedovic' in bold, his title 'Graphic Designer / Social Media Specialist Communications', and contact information: phone '(314) 345-2422 (office)', email 'Anel.Mehmedovic@slps.org', website 'www.SLPS.org', and address '801 N. 11th St. | St. Louis, MO 63101'. To the right of the contact information is the Saint Louis Public Schools logo. At the bottom of the preview area are social media icons for Facebook, Twitter, and LinkedIn. Below the preview area, there are three checkboxes: 'Include a link to my bookings page in my signature' (unchecked), 'Set default for new messages' (checked), and 'Set default for replies and forwards' (checked). At the bottom right of the window are two buttons: 'Save' and 'Cancel'.

How to Add Alt Text to your Email Signature in Outlook

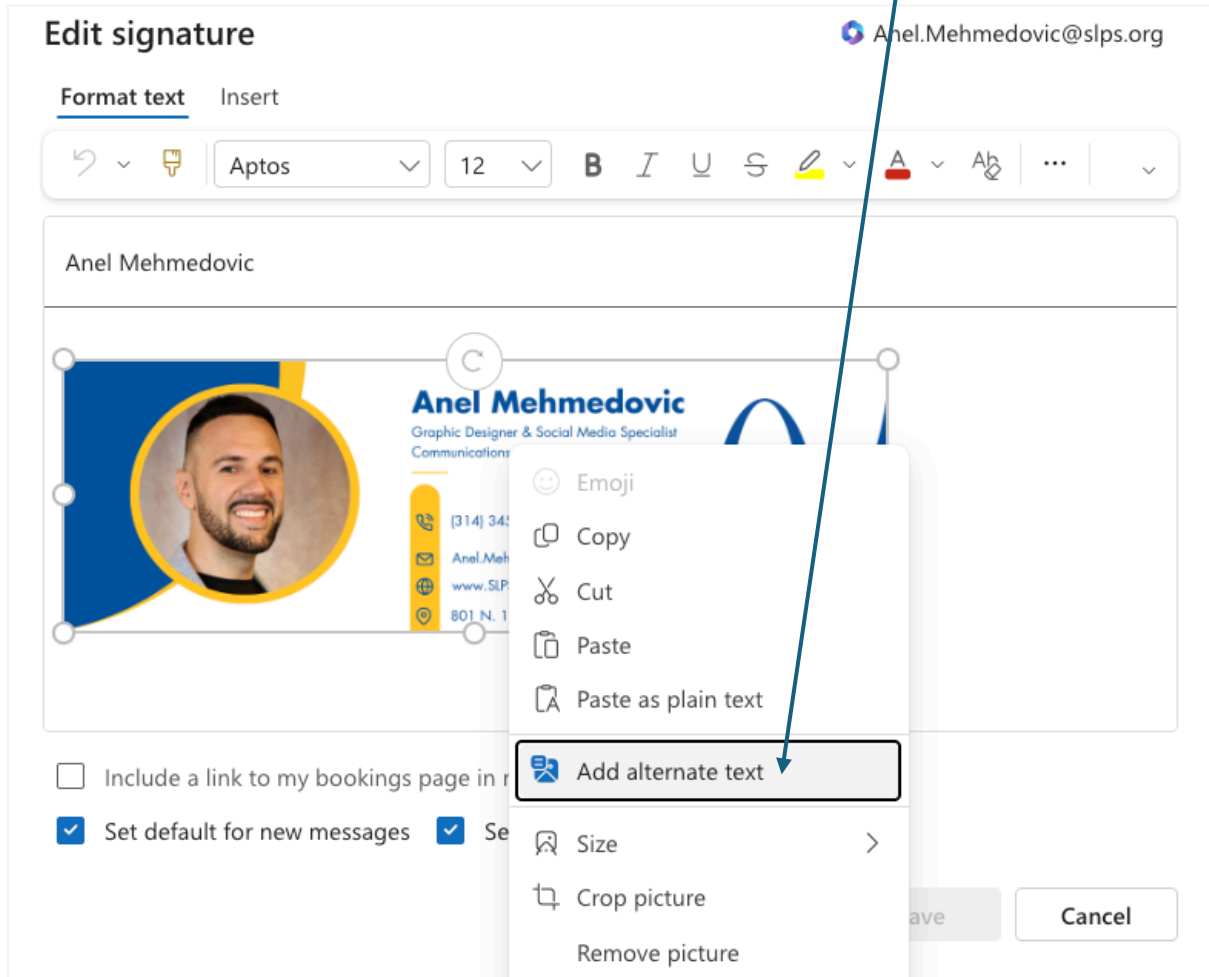
1. Open Outlook in your browser and sign in to your account.
Go to **File**, then select **Account Info**.



2. Click **Signatures** on the right, then click the **pencil icon** to edit your signature block.



3. Right-click your signature image and select **Add alternate text**.



4. Click in the box and enter alt text that describes the content of your email signature. Once finished, **Click OK**, then **Save** on the next screen.

