HOW TO UPLOAD YOUR VIDEO TO YOUR EMAIL FOOTER

For Outlook for Mac

Outlook for Mac Account

1. We've emailed you a 'still image of your video', along with a web link to your video. Please save your 'video still image' onto your desktop.

2. Launch Microsoft Word on your Mac, and begin creating your signature. Type all the text you wish to appear, such as your name and any other information.

3. Insert the 'video still image' that you saved to your desktop earlier. Right-click on the image and select "Hyperlink." Insert the web link that we emailed to you, into the "Link to" field. Click OK.

4. Next, click 'Edit', followed by 'Select All'. Then 'Edit' and 'Copy' to copy your newly created signature to the clipboard.

5. Launch Microsoft Outlook on your Mac computer. Then click "Outlook" followed by "Preferences."

6. Click "Signatures," and then click the "+" button on the bottom left to create a signature. You can rename the signature's default name "Untitled" by double-clicking it and entering your own description.

7. Click the check box next to the new signature, and then click inside the text window on the right side. Press "Command-V" to paste your signature into the window.

8. Click the "Default Signatures..." button, and select the email accounts you want to associate with this signature. Click "OK."

9. Close the Signatures window, and create an email message. Your new signature will be applied to the bottom of your message.