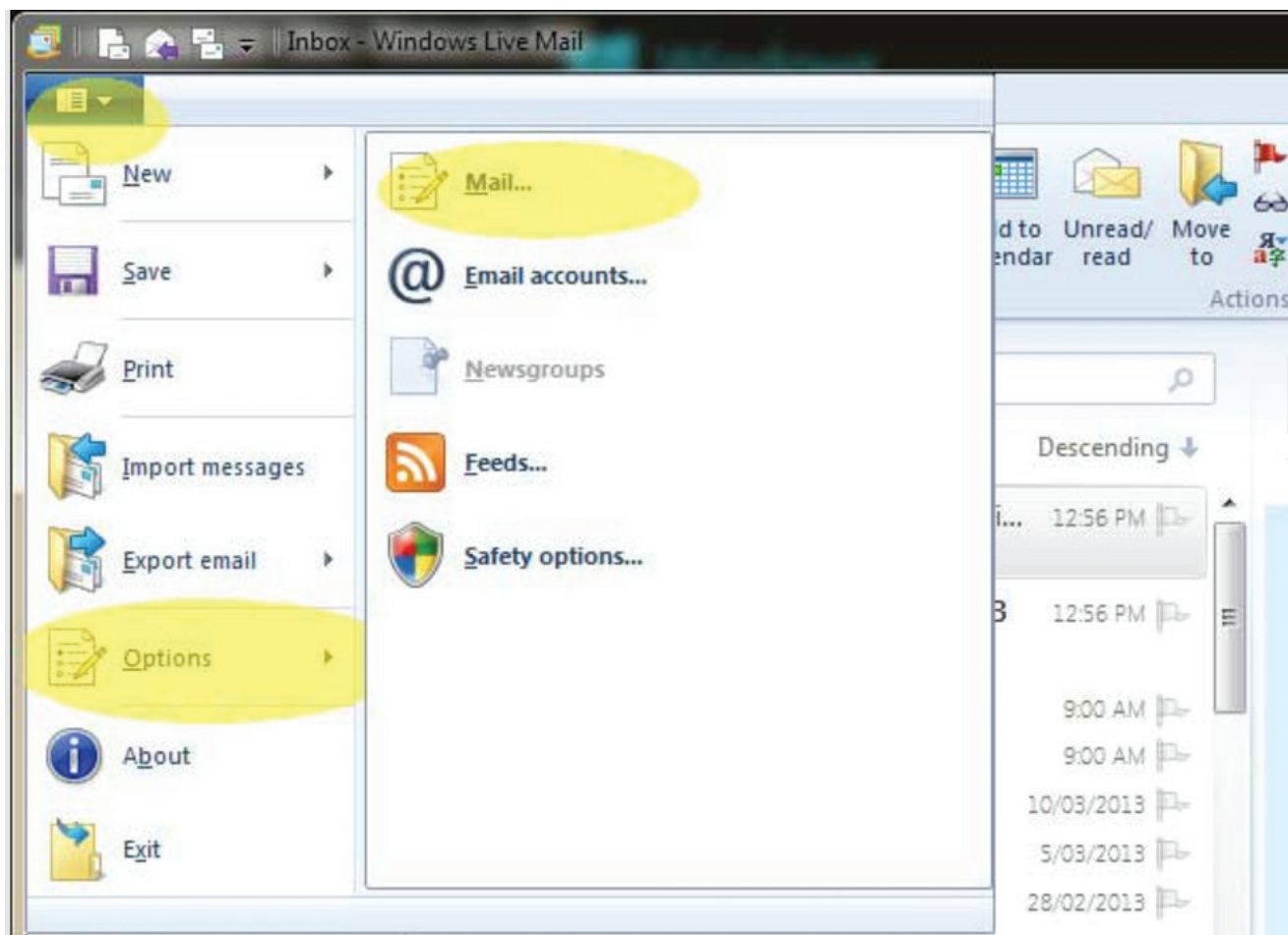


## HOW TO UPLOAD YOUR VIDEO TO YOUR EMAIL FOOTER

### For Window Live Accounts

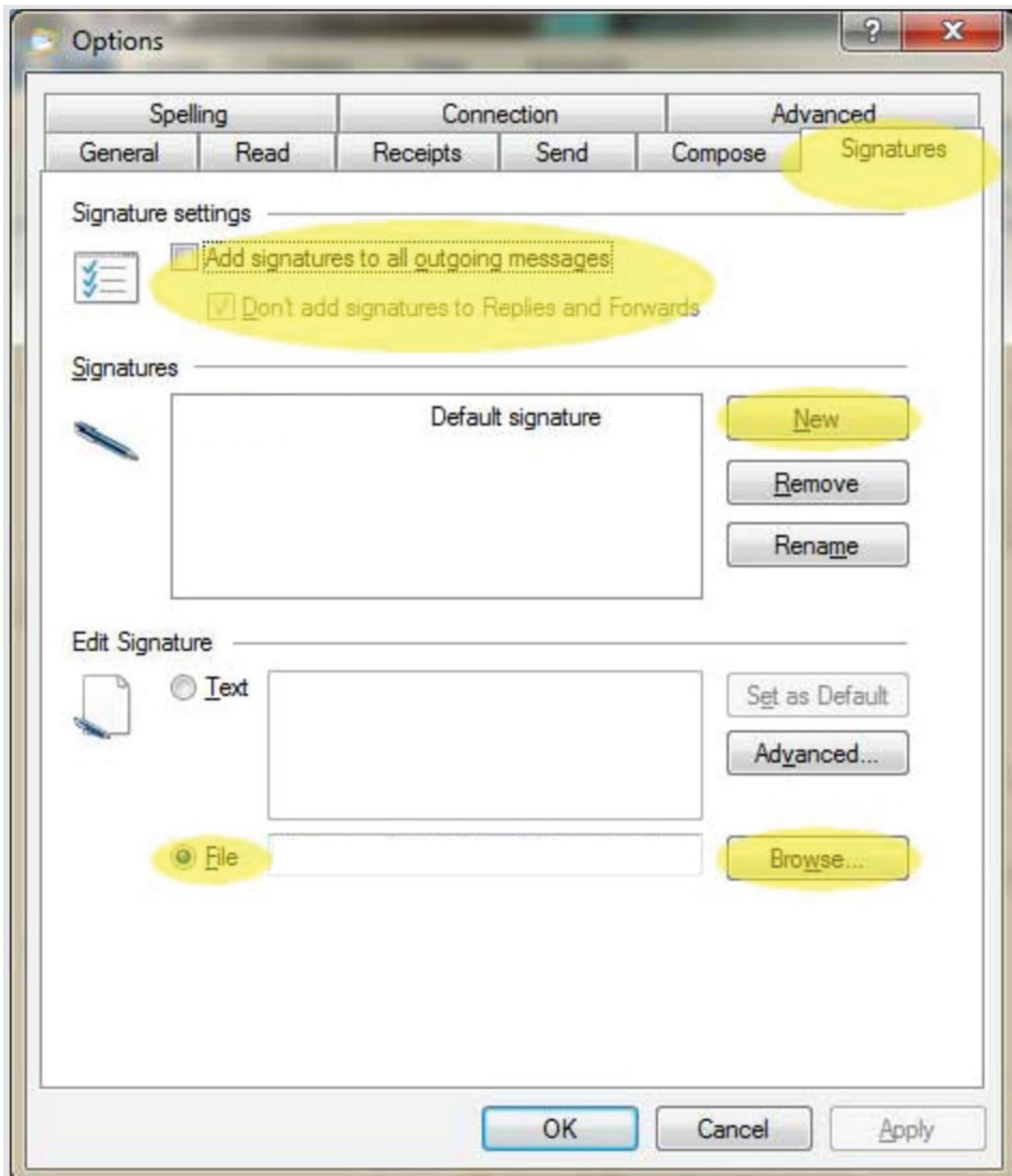
#### Windows Live Account

1. We've emailed you a html file of your video. Please save it onto your desktop.
2. Next, open Windows Live Mail.
3. Click on the blue file icon in the top left hand corner of the application to open a new dropdown menu. Then select 'Options' then 'Mail' from the new menu.



- When the Options box opens, click on the Signature tab at the far right. On the Signature Settings screen, click New to create a new signature. Select the File radio button and then click Browse to select the html file\* you saved to your desktop in Step 1.

\* Note: When browsing for your file, make sure you can open .html/htm files by selecting this option from the dropdown box.



- Once you've selected your html file, make sure your signature is added to all emails automatically. To do this, tick box 'Add signatures to all outgoing messages'.
- Now send a test email to yourself. Congratulations! You've just embedded your awesome video into your Windows Live signature. Mission complete.