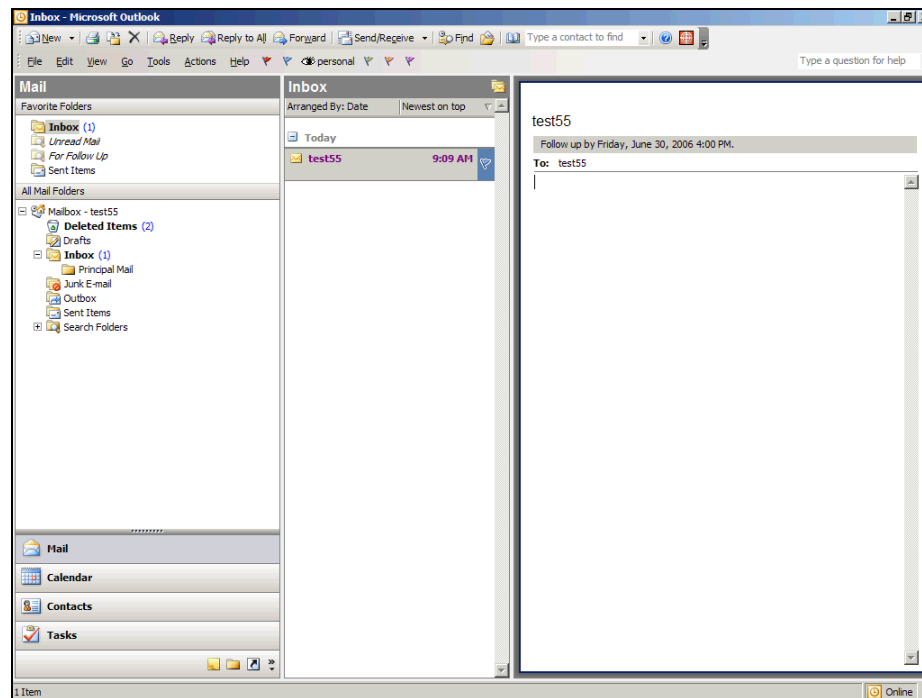


Signature Options/Stationary

Inserting Clip Art

Procedure

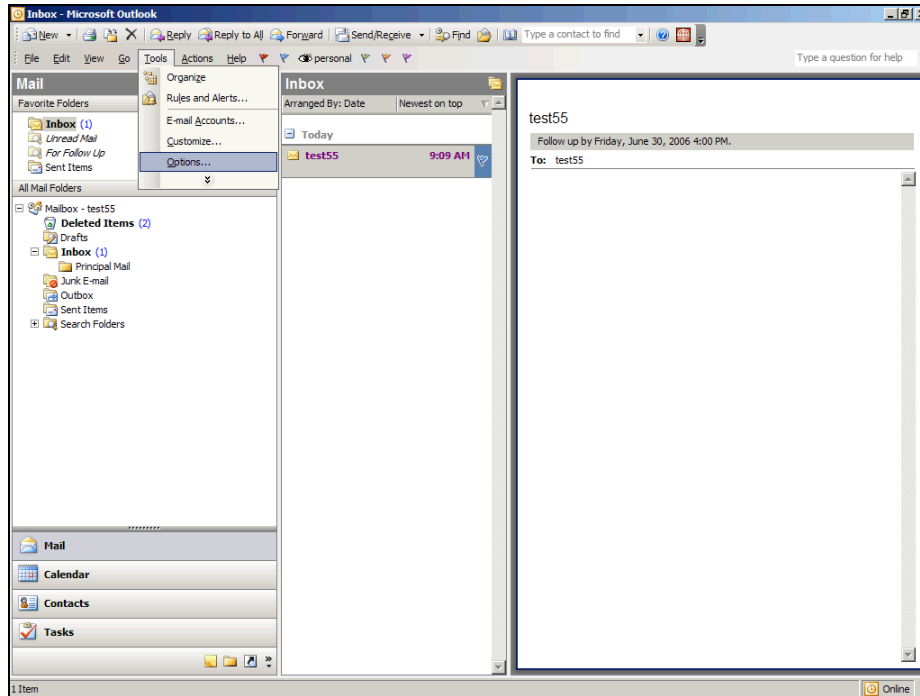
With Outlook you have the option to insert Clip Art into your signature.



Step	Action
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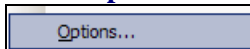
1. To begin, select **Tools** from the main menu bar.

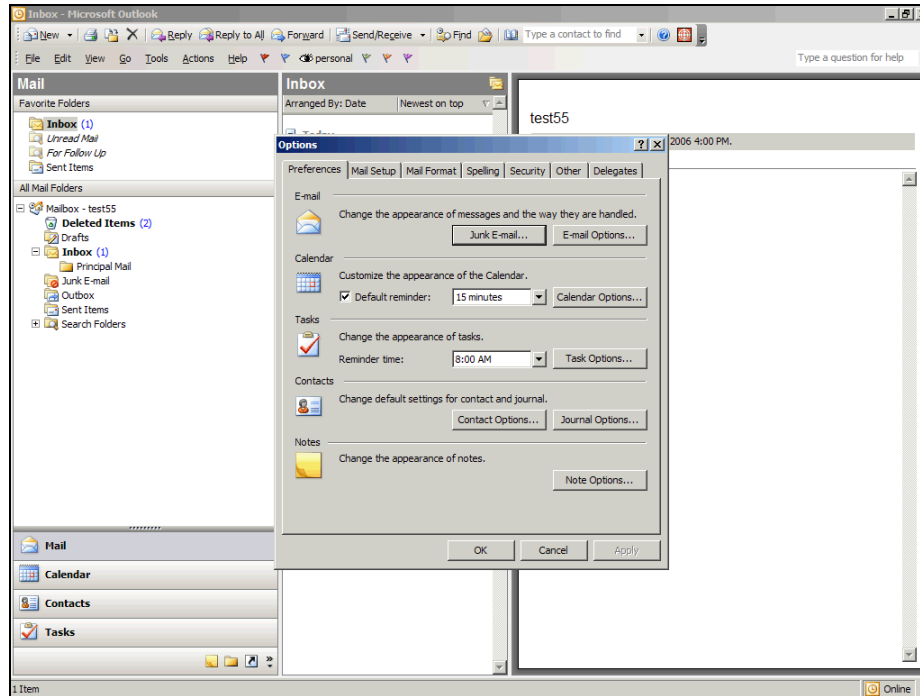




Step	Action
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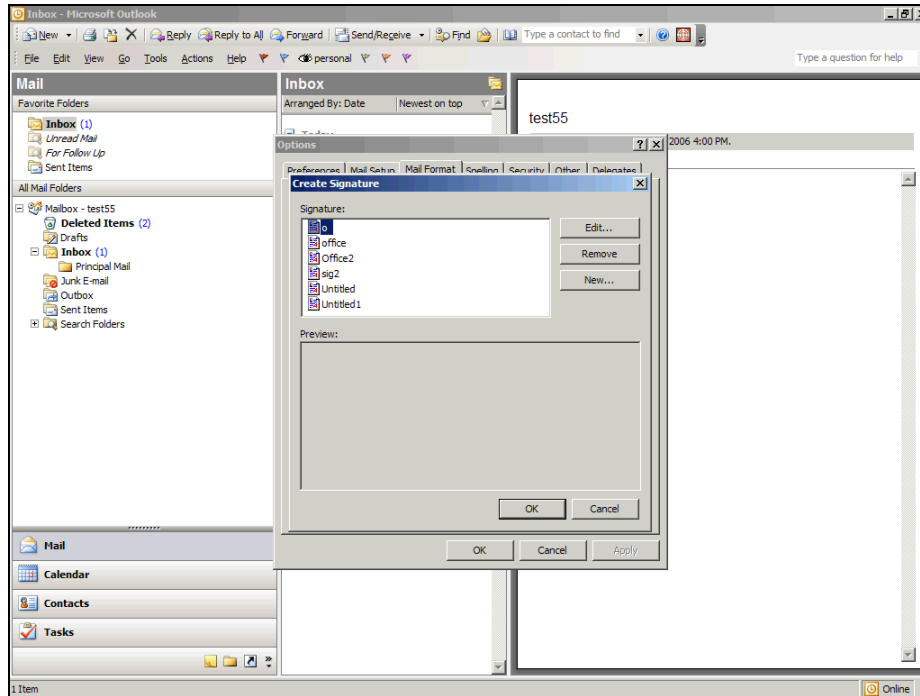
- | | |
|----|-------------------------|
| 2. | Select Options . |
|----|-------------------------|





Step	Action
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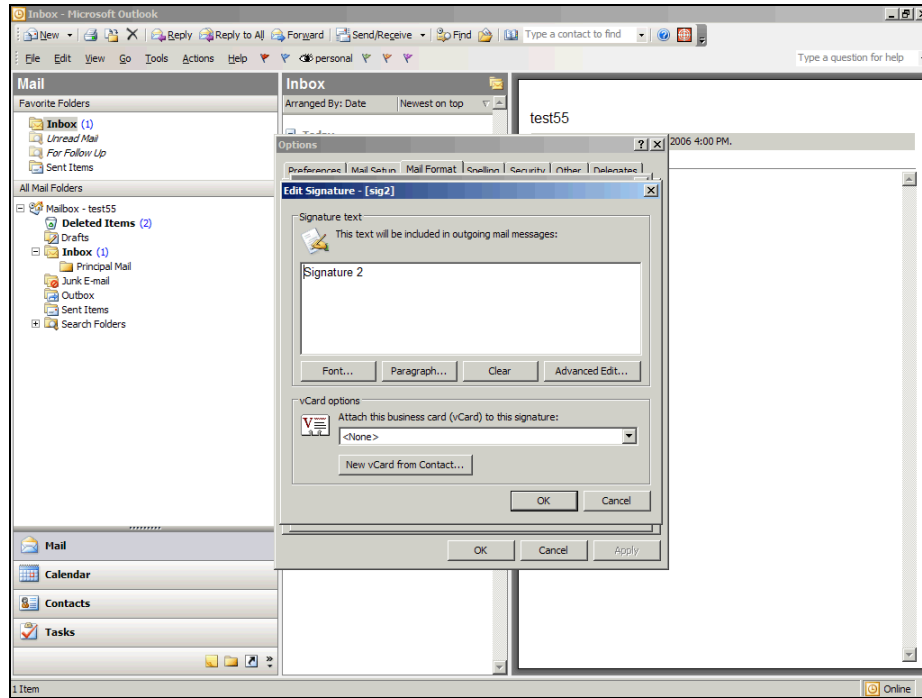
- | | |
|----|---|
| 3. | Click the Mail Format tab.
 |
| 4. | Click the Signatures... button.
 |



Step	Action
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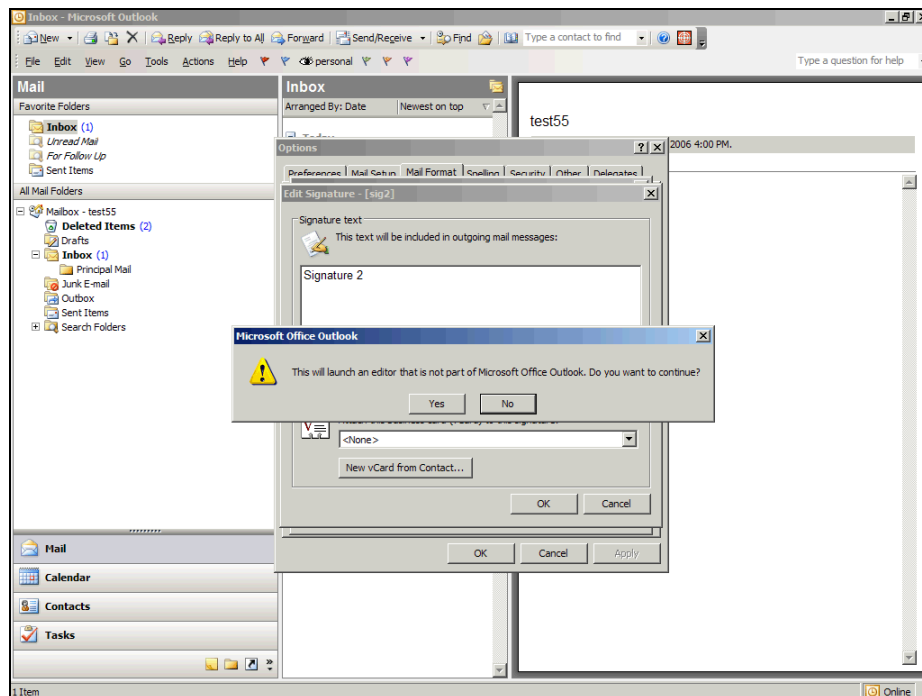
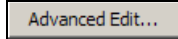
- | | |
|----|--|
| 5. | Select the signature you want to add the graphic to. |
| 6. | Click the Edit... button. |





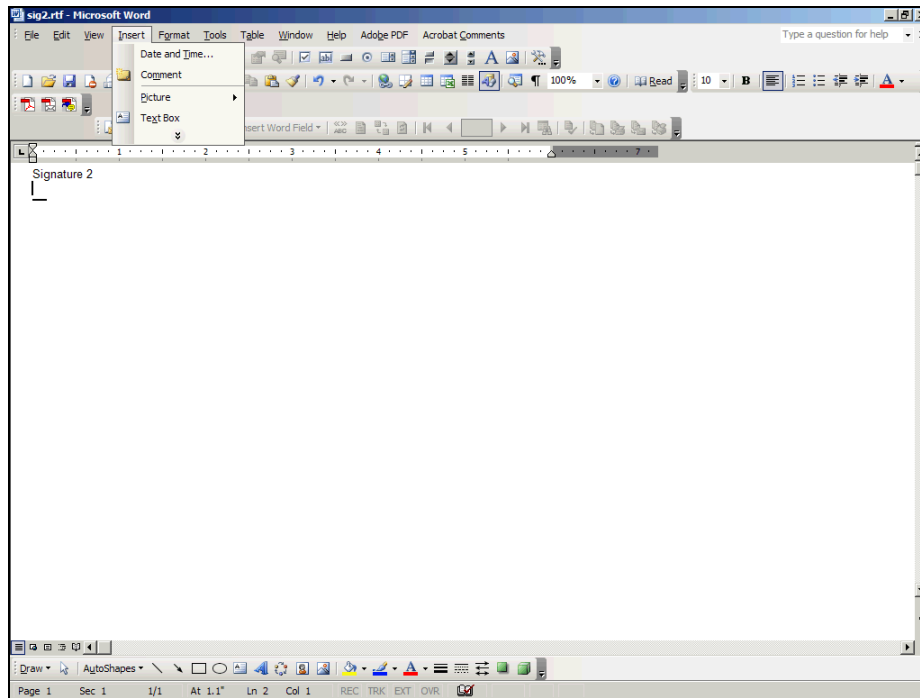
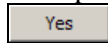
Step Action

7. Click the **Advanced Edit...** button.



Step	Action
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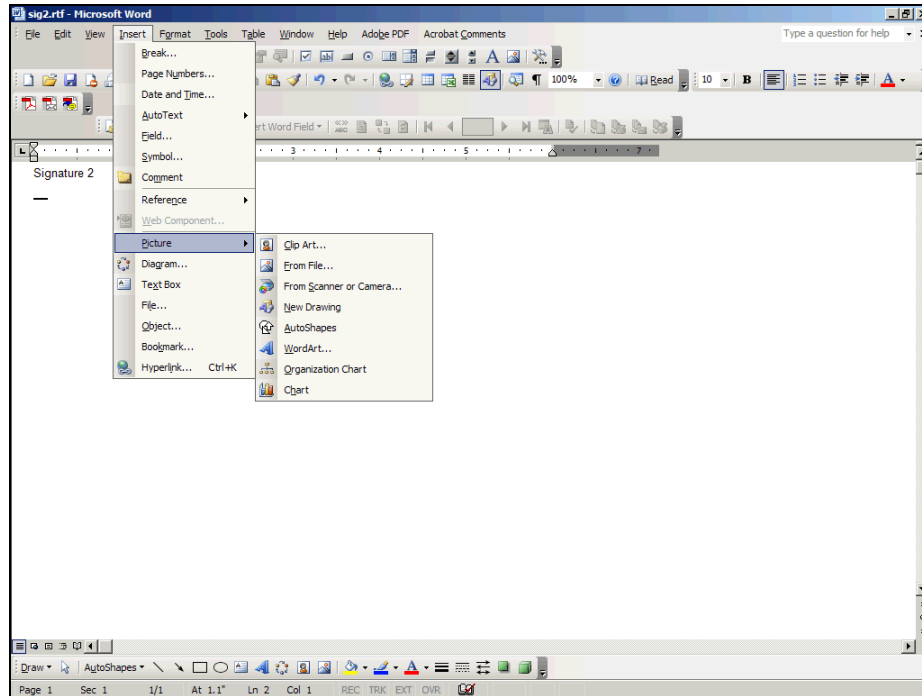
8. You will get this message because Microsoft Word or FrontPage is where the editing takes place. Click the **Yes** button.



Step	Action
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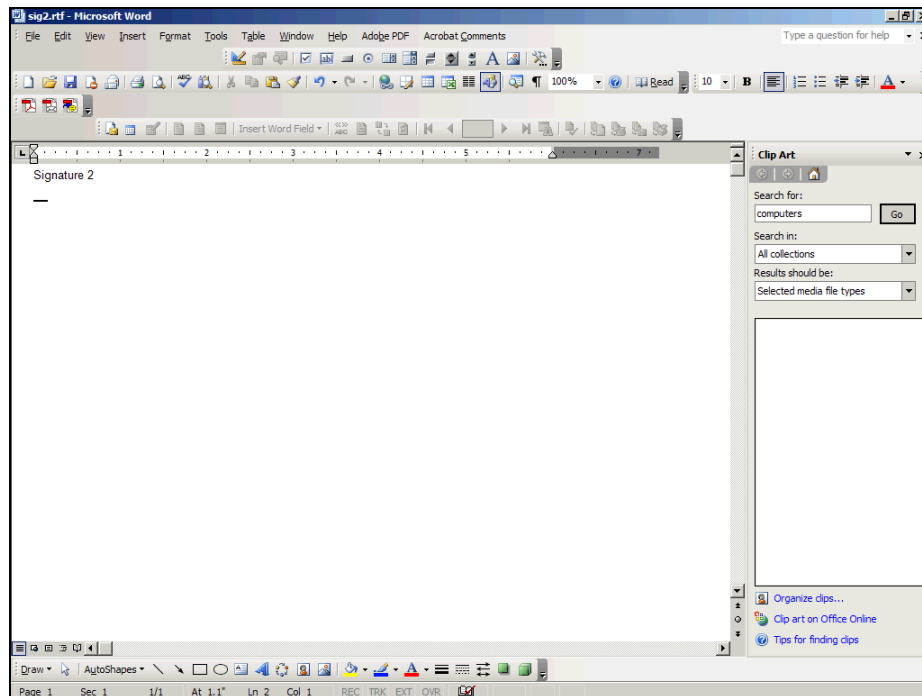
9. Click the **Insert** button.








Step Action

10. Select **Picture** then **Clip Art**.



- | Step | Action |
|------|---|
| 11. | If you are using Microsoft Clip Art type in a search time and click Go .
 |
| 12. | Select the Picture you want.
 |
| 13. | Now you need to save this new signature. Click File and Save from the file menu.
 |
| 14. | Congratulations, you have successfully completed the topic on Inserting Clip Art in a Signature.
End of Procedure. |