​Below are instructions on how to insert your email signature into your email client, and link it to your new Digital Business Card.

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1. Download the attached image of your email signature

2. Open your email client (Outlook)

3. Open a new message and then select **Signature > Signatures**.

4. In the **Select** signature to edit box, choose the signature you want to add the image to, or create a New signature.

5. Select the **Image icon**, locate your image file, and select Insert.

6. Double click the image to select it and then click the **Link icon** in the toolbar to add a hyperlink.

7. Insert **YOUR** Digital Business Card link ([**https://card.simplereverse.com/x1/**](https://card.simplereverse.com/x1/)**your-name**)

8. When you're done, select **OK**, then select **OK** again or **SAVE** to save the changes to your signature.  
  
**\*\*Note:** the process may be slightly different in the various versions of Outlook. You may want to Google it for your version (i.e. "how to add an image to signature in Outlook 2019")