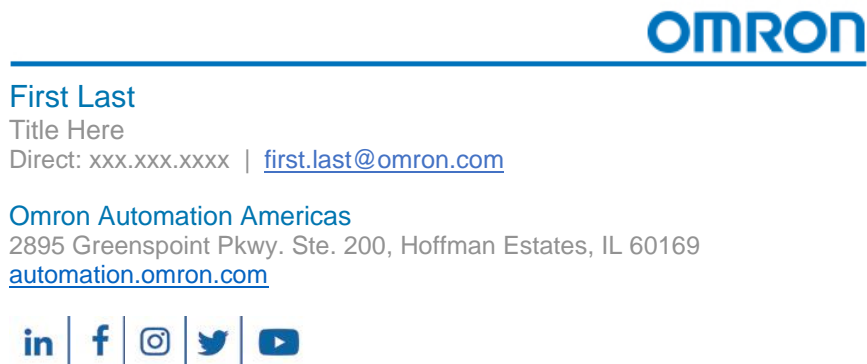


Omron Automation Americas email signature promotion setup for Outlook

Please take a few minutes to update your email signature to showcase a new promotion that is available.

It is important that we all continue our efforts to build a strong brand by representing Omron in a consistent manner. Therefore, be sure to only use **approved** Omron promotional banners beneath your signature.

Please follow the instructions below to include a promotion by modifying the signature template.

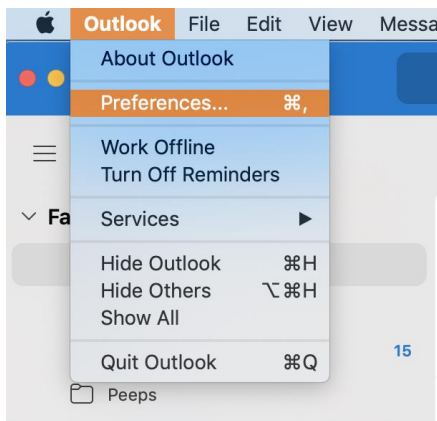


This is a confidential message. If received in error, delete it and notify the sender.

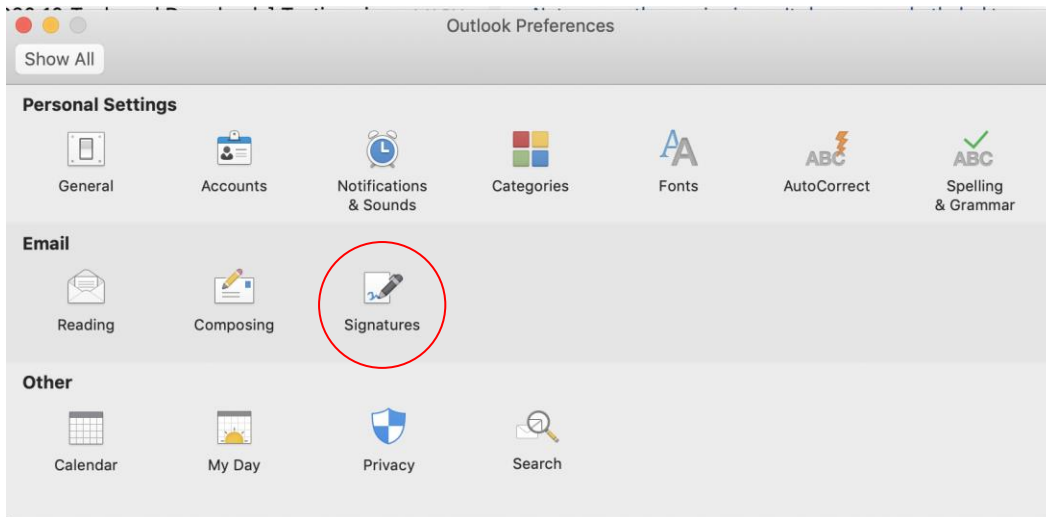


Step 1: Save the Omron promotional image to your desktop.

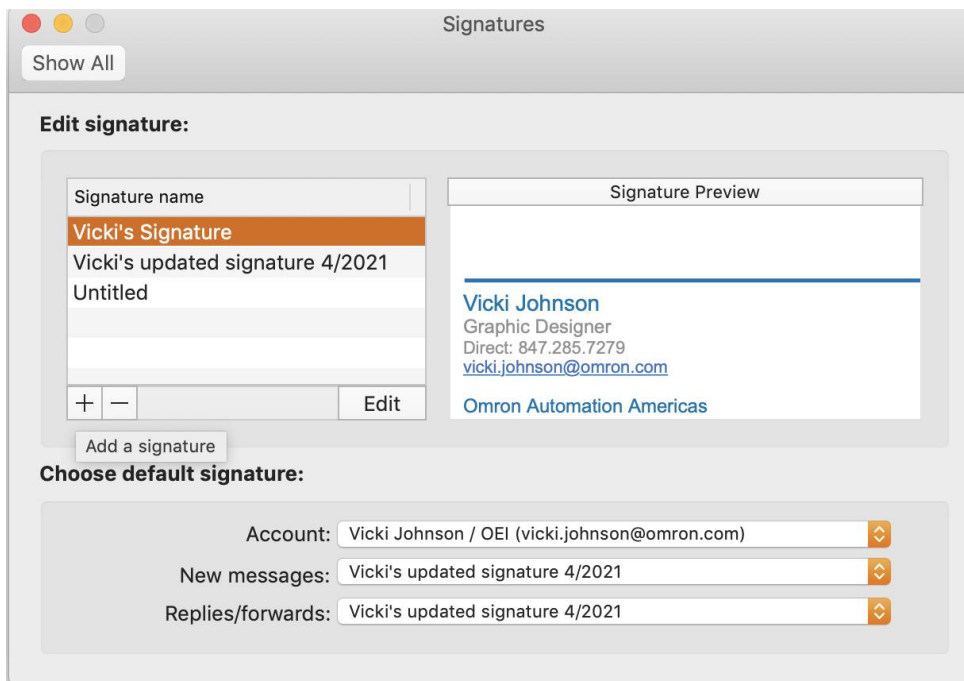
Step 2: Within Outlook, select PREFERENCES.



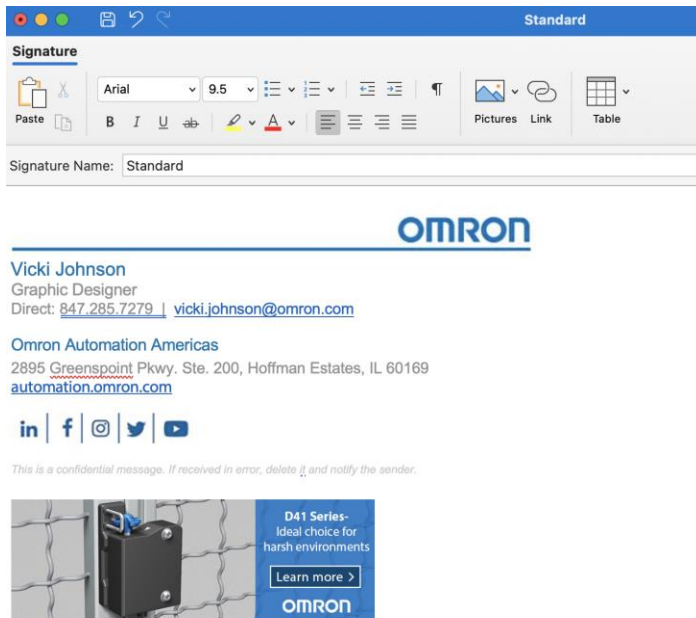
Step 3: Choose SIGNATURES



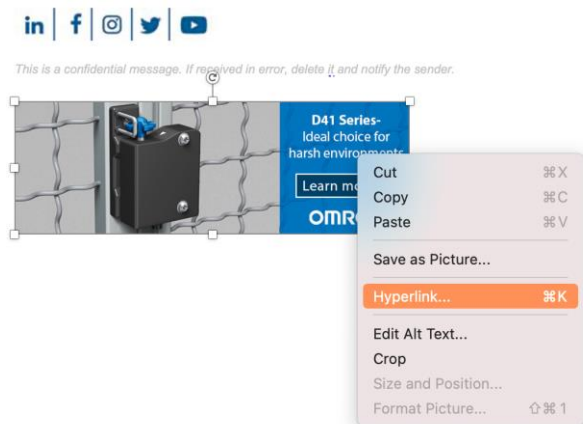
Step 4: Click on the signature you want to update and select EDIT.



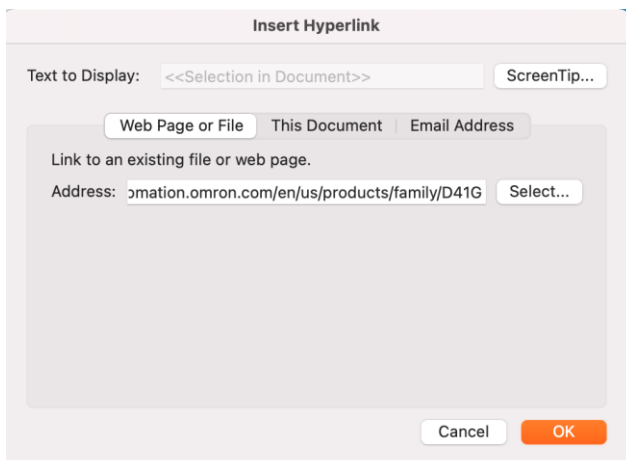
Step 5: Drag the banner into your signature (to appear at the bottom).



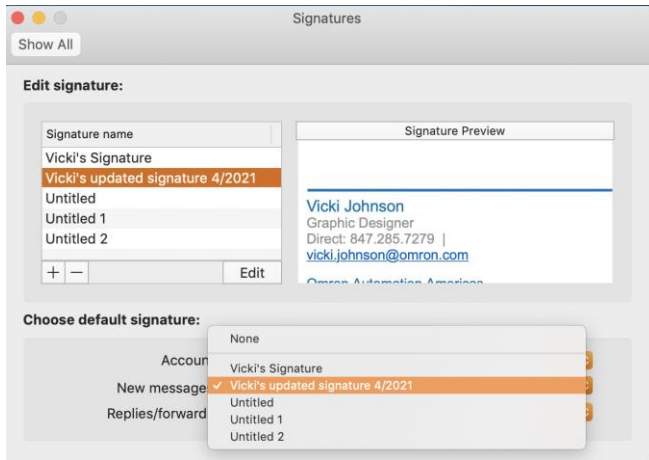
Step 6: Select the ad, then press Control+Click and select Hyperlink.



Step 7: Paste URL into the address and click OK.



Step 8: Close the window and select SAVE when prompted. Select your default signature at the bottom of the window and then close the window.



Go back to your inbox and select a new message. It should automatically pull in your updated email signature. Test reply and forward emails as well.

Note there are several elements in this signature that may not be changed:

- *our company name*
- *website address*
- *social media info*
- *confidential notification*
- *embedded brand images*

Please change all other data to match your **HR- and manager-approved information**.

The style, color, size, spacing, and typefaces may not be altered in any way.

Employees are not allowed to add personal or promotional messages.

If it is important for you to include the toll-free number, please add it below your mobile/direct number. Also, if you work in a remote home office but do not want to list your home address, you may use the company headquarters' address.