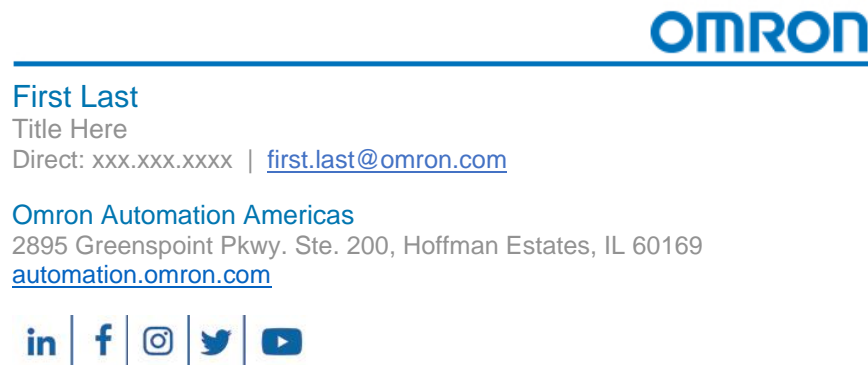


## Instructions for adding a linked image to an email signature in the Outlook browser application

It is important that we all continue our efforts to build a strong brand by representing Omron in a consistent manner. Therefore, please make 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.

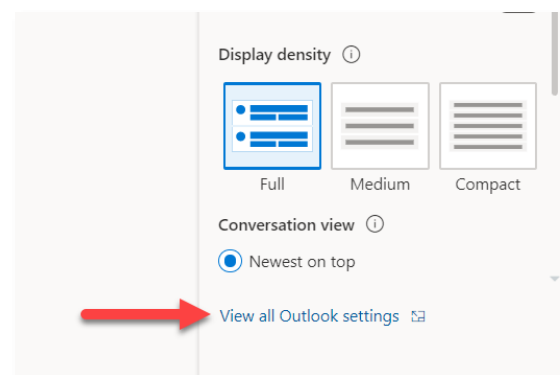
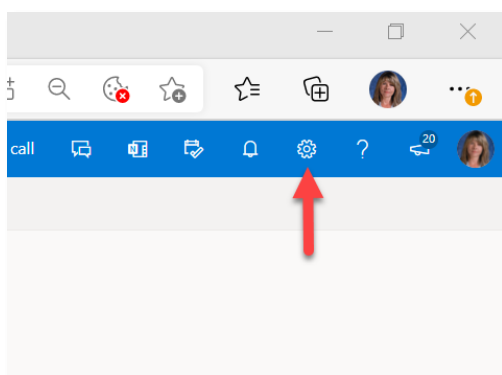


*This is a confidential message. If received in error, delete it and notify the sender.*

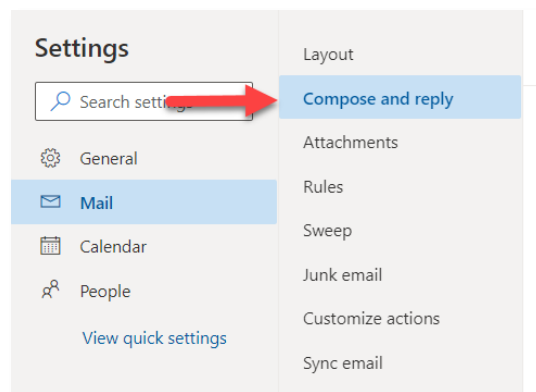
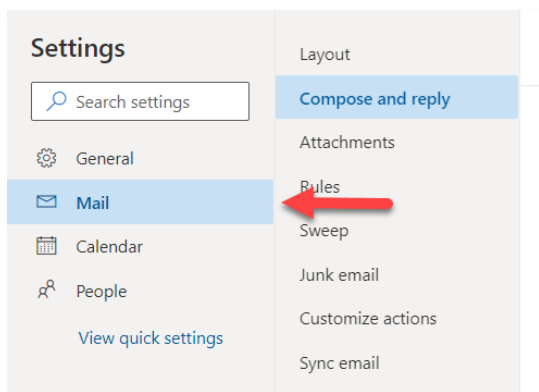


**Step 1:** Save the Omron promotional image to your desktop.

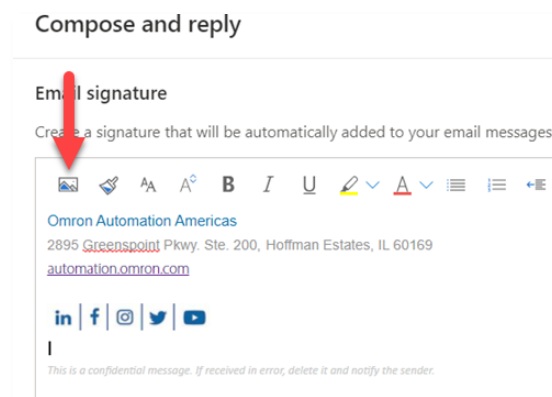
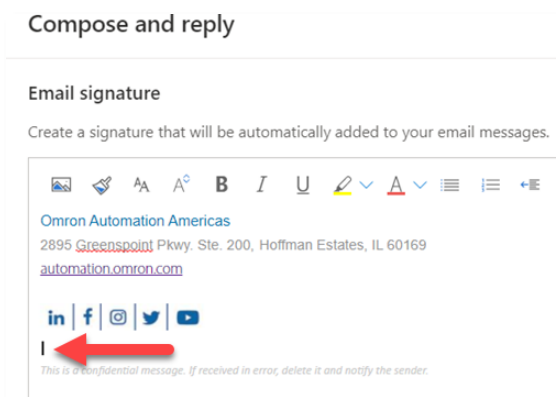
**Step 2:** Open the Outlook application in the browser. Click the “Sprocket” in the upper right corner and scroll down to “View all Outlook Settings.” Click the link to open the menu.



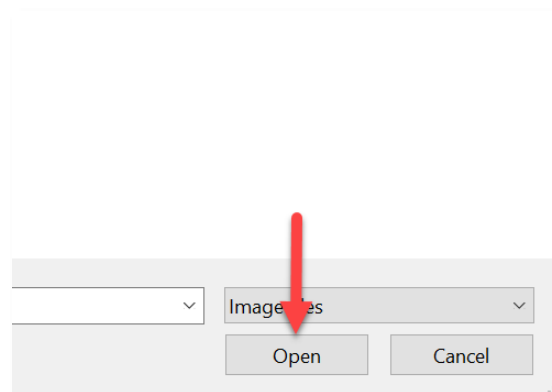
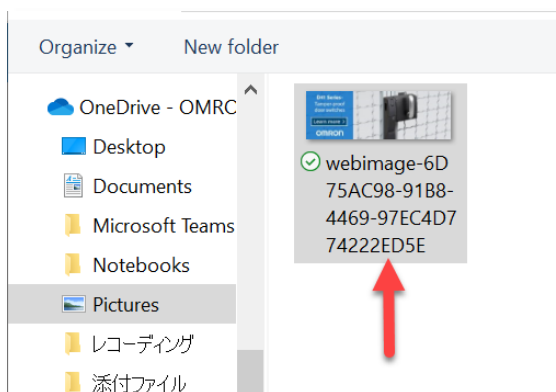
**Step 3:** In the “Mail” popup menu, select “Compose and reply.”



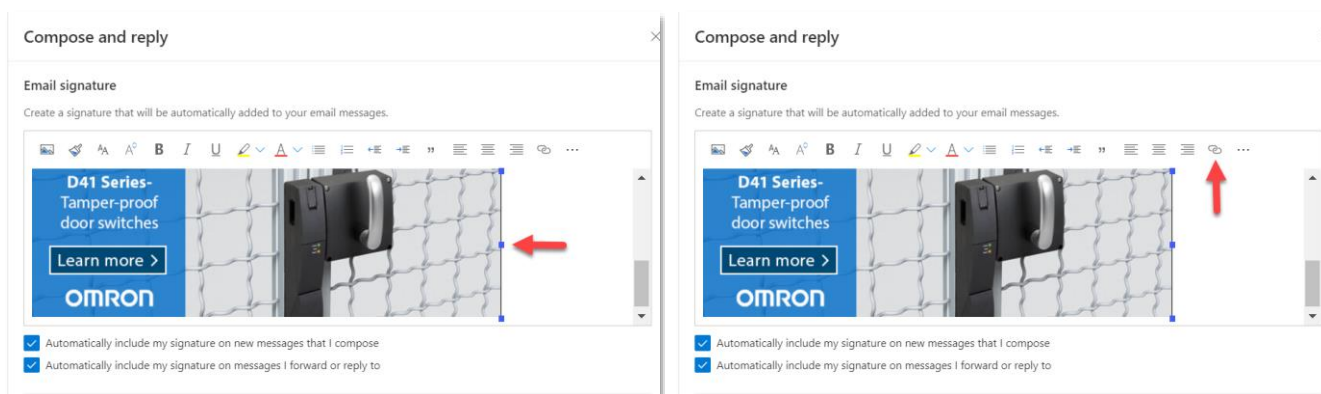
**Step 4:** Place the cursor at the insertion point to add an image. Then select the image icon.



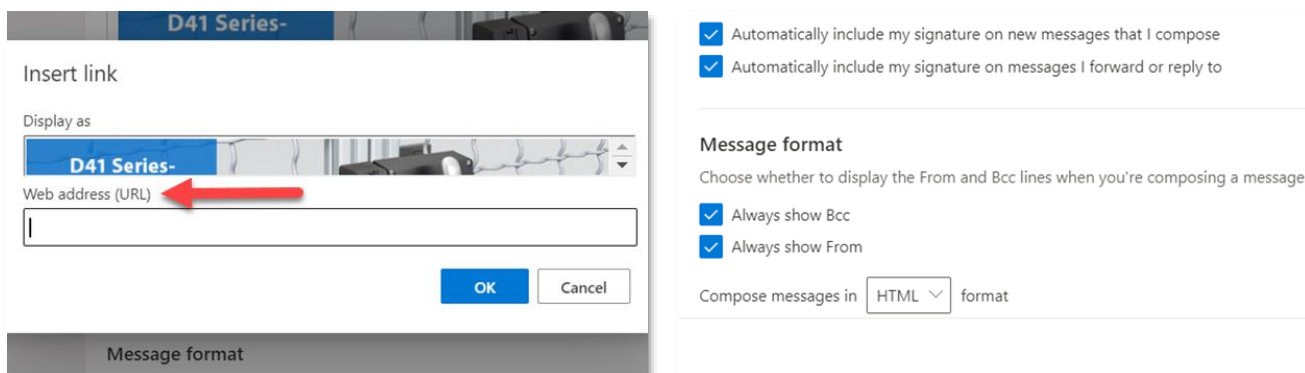
**Step 5:** Navigate to your desktop to place the image. Select the image and click “Open.”



**Step 6:** While the image is selected, click the linking icon to open the popup window.



**Step 7:** Copy and paste the <https://automation.omron.com/en/us/products/family/D41G> link into the “Web address (URL)” field and click “OK.” Then select your signature options.



**Step 7:** Click “Save” and “X” to exit the menu. The new signature is ready for composing new emails.

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.

Please Note: If you use the desktop applications, please follow the directions the Window OS desktop application for adding and linking the image to Omron product pages.