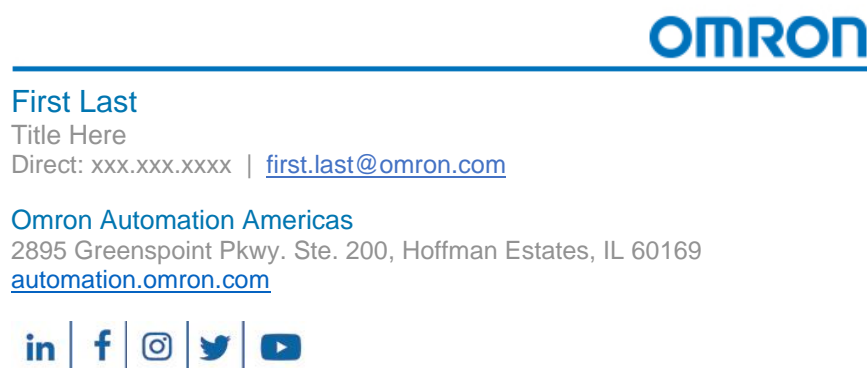


Instructions for adding a linked image to an email signature in the Outlook desktop application

Please take a few minutes to update your e-mail 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, please make sure to only use **approved** Omron promotion banners beneath your signature.

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

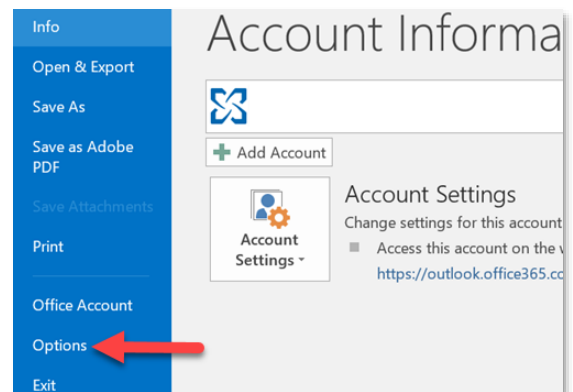
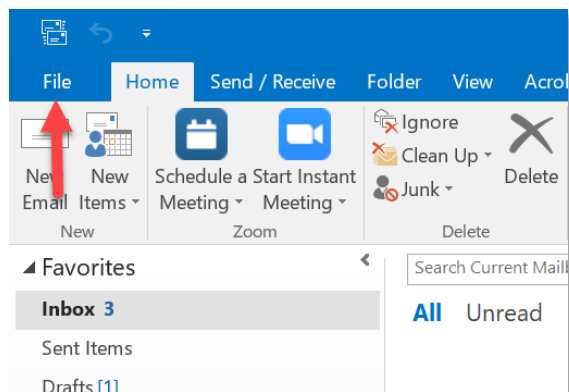


This is a confidential message. If received in error, delete it and notify the sender.

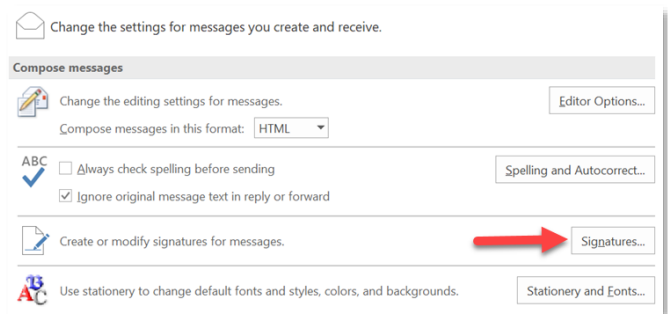
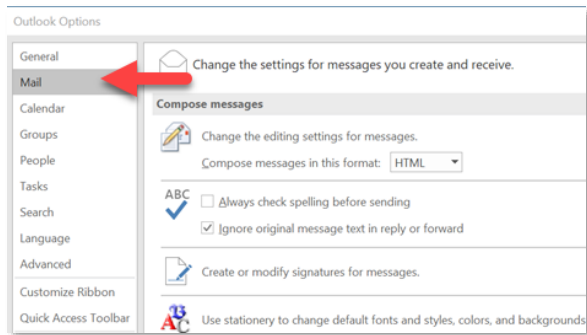


Step 1: Save the Omron promotional image to your desktop.

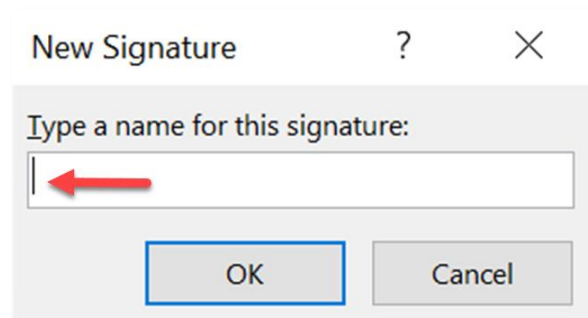
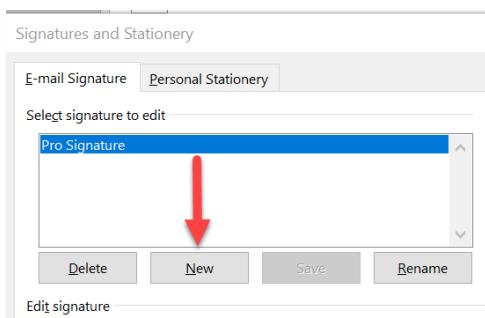
Step 2: Open Outlook's desktop application. Look for "file" in the upper left corner. Click "Options."



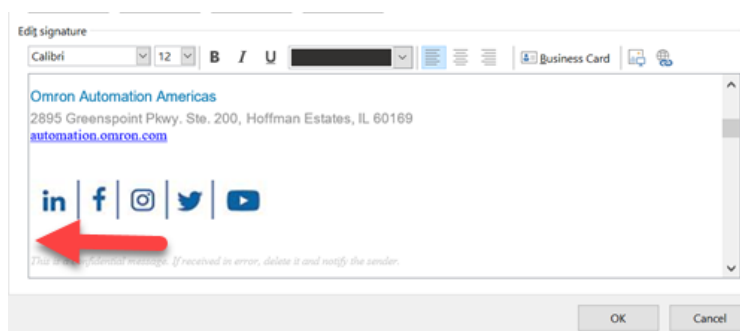
Step 3: In the popup window, click “Mail” and select “Create or modify signature for messages.” Then click on “Signatures...”



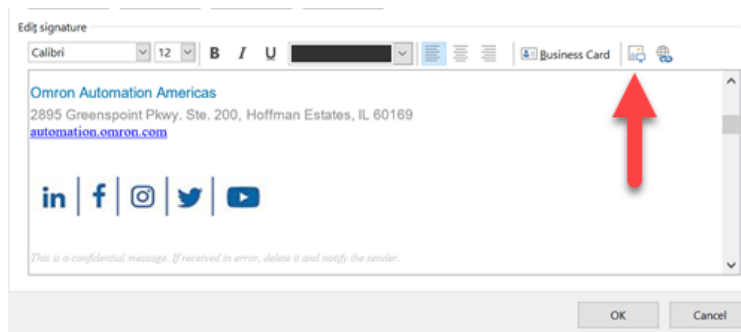
Step 4: In the popup window, select “New.” Create a name for your new promotional email signature, then click “OK.”



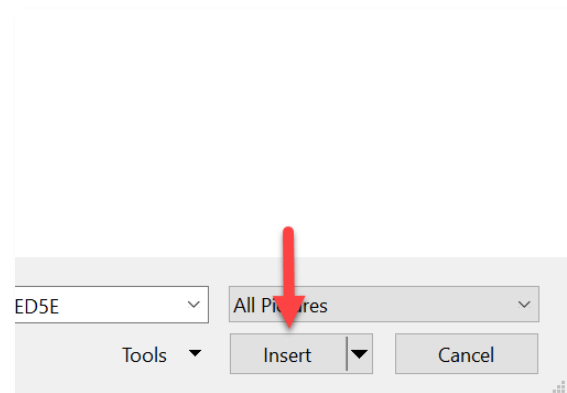
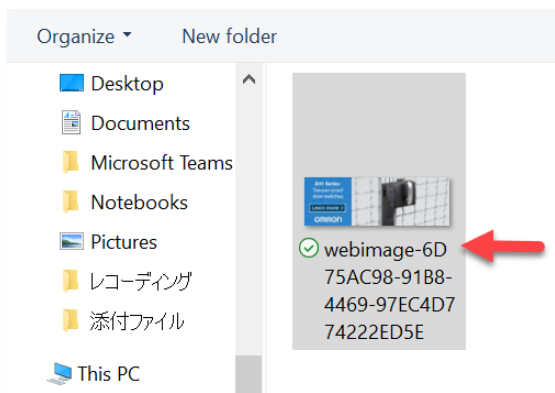
Step 5: Place the cursor at the insertion point to add an image.



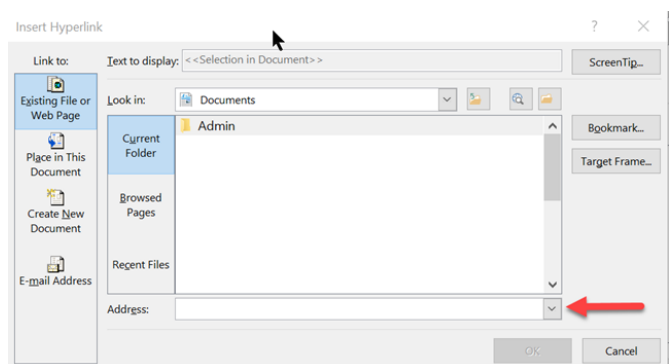
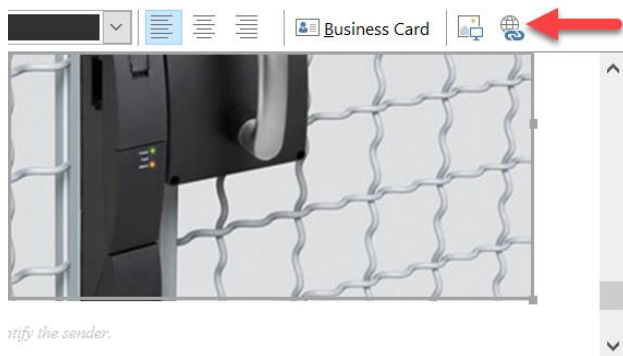
Step 6: Select the picture/computer icon. Navigate to your desktop to place the image.



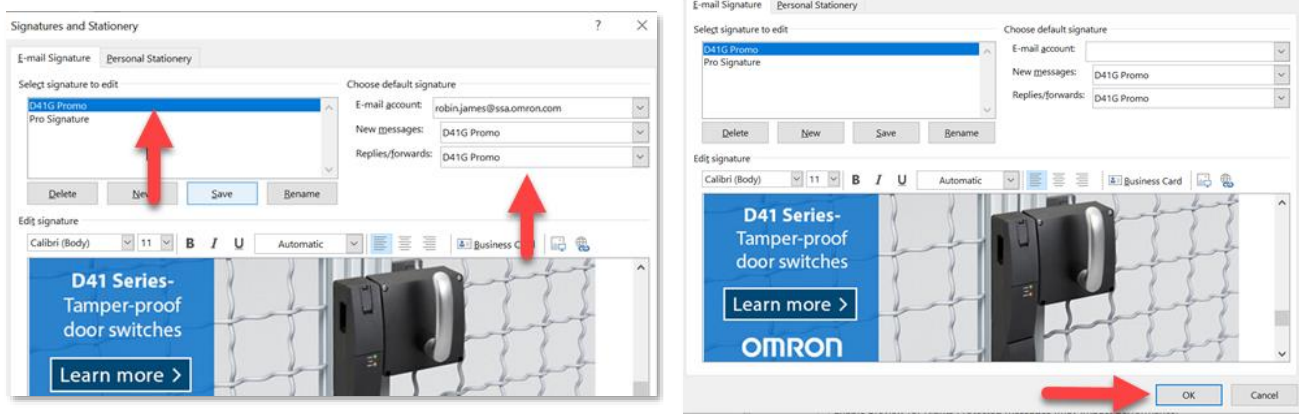
Step 7: Select the promotional ad image. Click “Insert.”



Step 8: While your image is still selected, click the hyperlink world/link icon. In the popup window, copy and paste the [“https://automation.omron.com/en/us/products/family/D41G”](https://automation.omron.com/en/us/products/family/D41G) link and click “OK.”



Step 9: Select the new signature and complete the display options. Click “OK.”



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 Outlook browser applications, you will need to follow the directions for the Window OS browser Outlook application on adding and linking the image to Omron product pages.