

How to add an image to your Outlook Web Access (OWA) signature

Step 1

Adding an image to your Outlook Web Access involves many steps.

In general, the steps are:

- 1) Upload the logo images to a public web server – we have done this for you.
- 2) Create a signature in Outlook desktop application
- 3) Create a signature in Outlook web access

The available logos with their corresponding URLs are shown to the right: —————>

<http://capone.mtsu.edu/jcblab/logos/jones-college-mtsu-sig.jpg>



<http://capone.mtsu.edu/jcblab/logos/IamTrueBlue.jpg>



<http://capone.mtsu.edu/jcblab/logos/logos-mixed.jpg>



Step 2

Open **Outlook** (desktop application) on your computer.

Click on **File, Options, Mail, Signatures**

Edit your signature text

To insert the logo, position your cursor on a blank line

Click on the **Insert Picture** button

On the *Insert Picture* dialog box, in the **File name** line, enter the URL of the picture you want to use -- see available URLs in Step 1

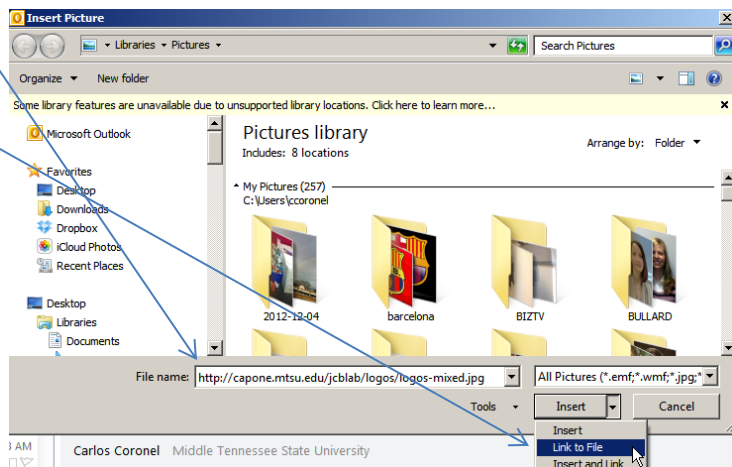
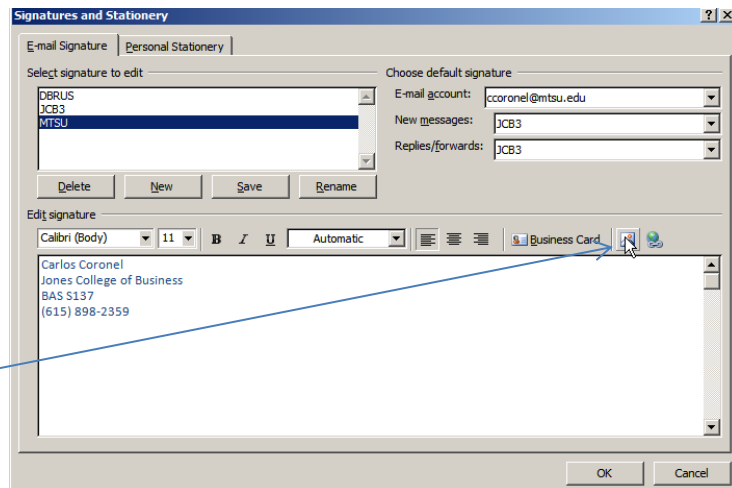
Then, in the [Insert] button, use the drop arrow and select the **Link to File** option

After this the logo will appear in your signature box.

Click **OK**

Next, **send an email to yourself** with the signature you just created including the logo.

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Step 3

Now, open your browser and go to:
owa.mtsu.edu

Login to your Outlook email with your credentials.

Open the message you just sent, and highlight the image. Then copy it by pressing **Ctrl +C**. You could also right click on the logo image and select Copy or Copy Image.



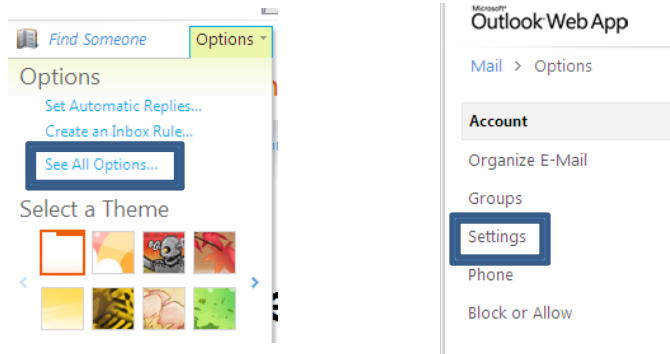
Step 4

To insert this image into the OWA signature:

Click on **Options** on the top left corner of the screen then

Select **"See All Options"**

Select **"Settings"** on the left hand side



Step 5

You will see the **E-Mail signature** box.

Type the text you would like in the signature box, including your name, title, office, phone, etc.

Paste your picture in the E-Mail signature editing space by placing your cursor in a blank line and pressing **Ctrl + V**.

Click on **Save**

Your signature is ready.

