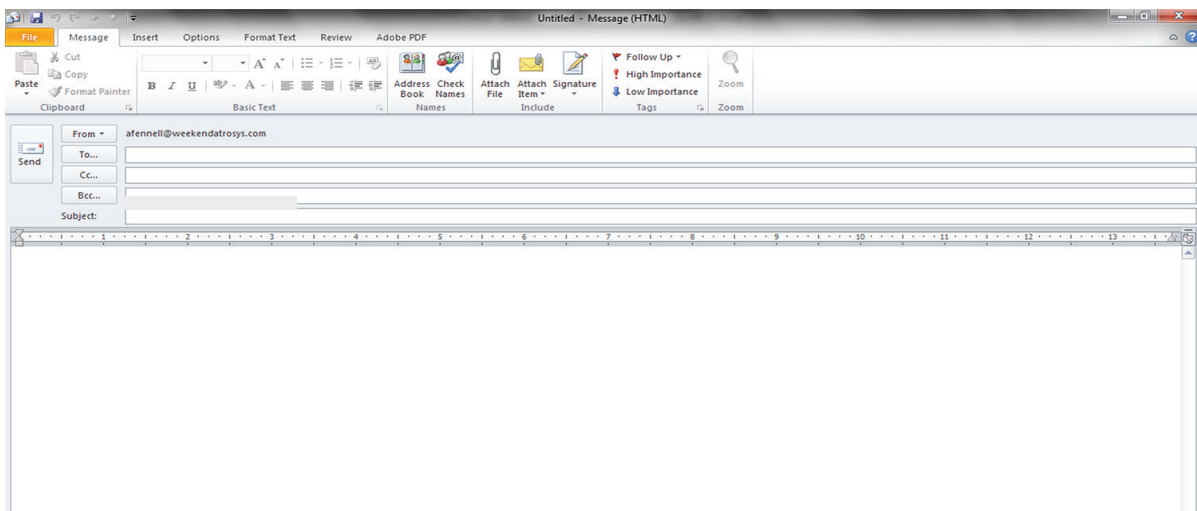


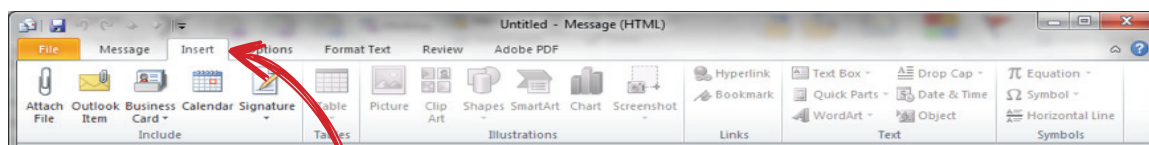
## HOW TO UPLOAD YOUR VIDEO TO YOUR EMAIL FOOTER

### For Microsoft Outlook Accounts

1. We've emailed you a 'still image of your video', along with a web link to your video. Please save your 'video still image' onto your desktop. Now copy the link in Step 3 (we'll need this for Step 10).
2. Next, go into Outlook and click 'New Email'.

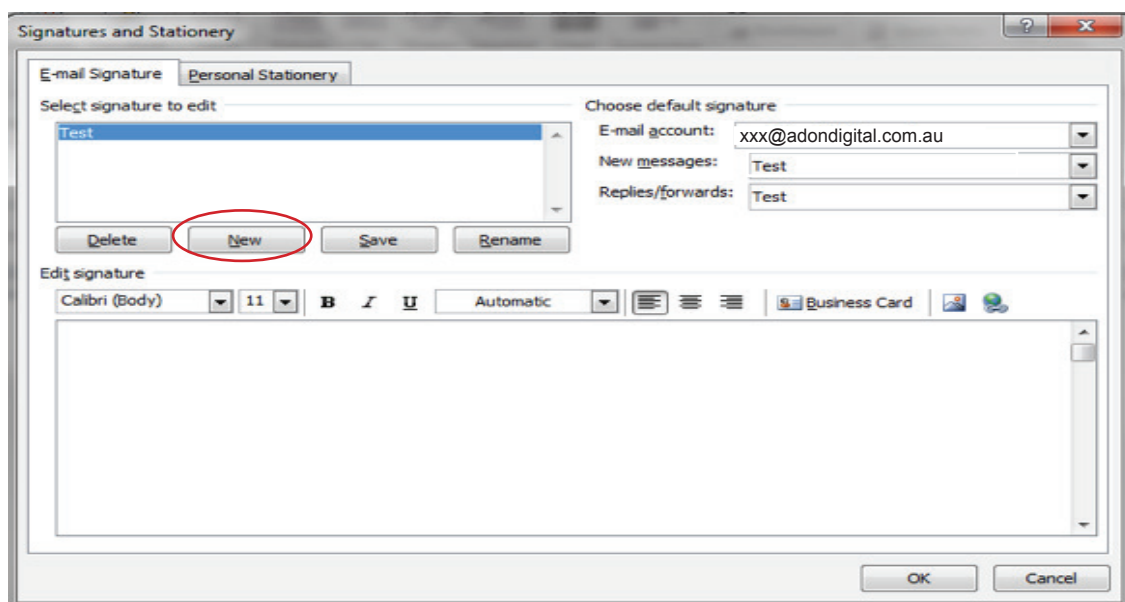


3. Then go to 'Insert' and click 'Signature'.



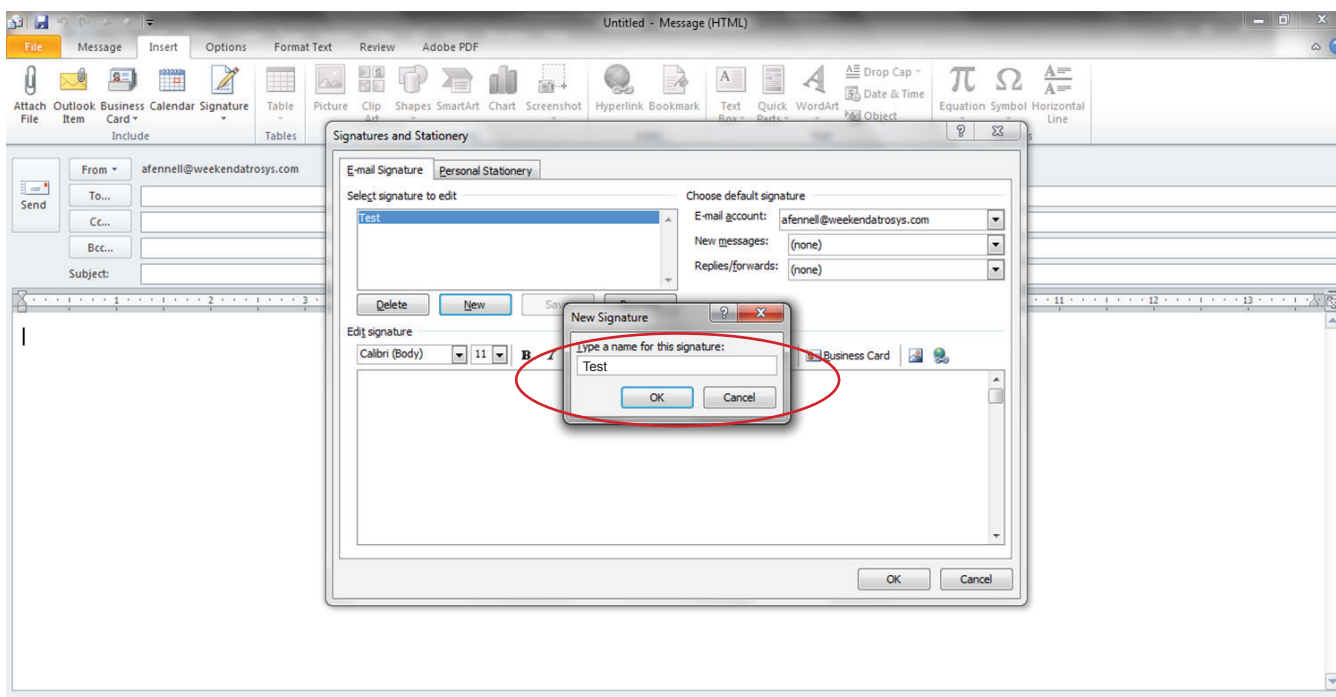
Click Insert then click Signature

4. In Email Signatures, click 'New'.

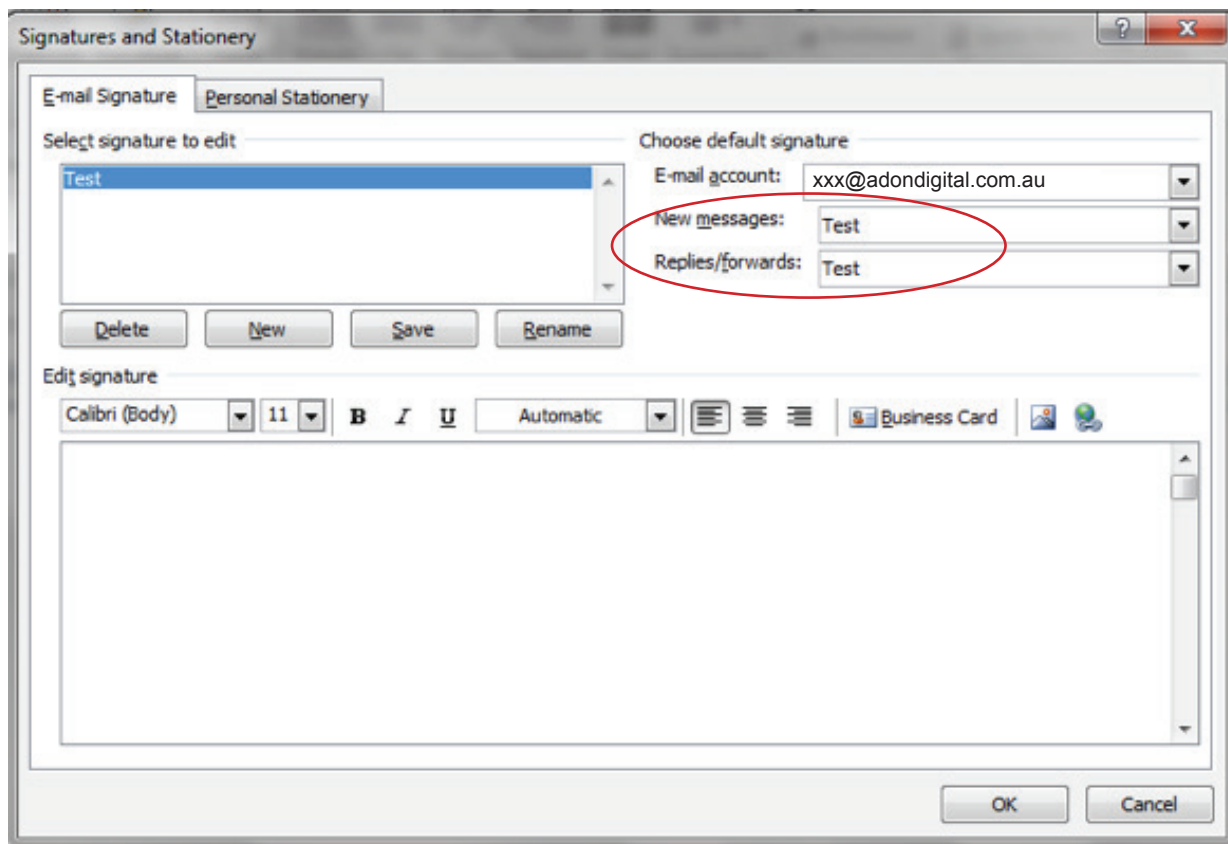




5. Then name your signature and click OK.

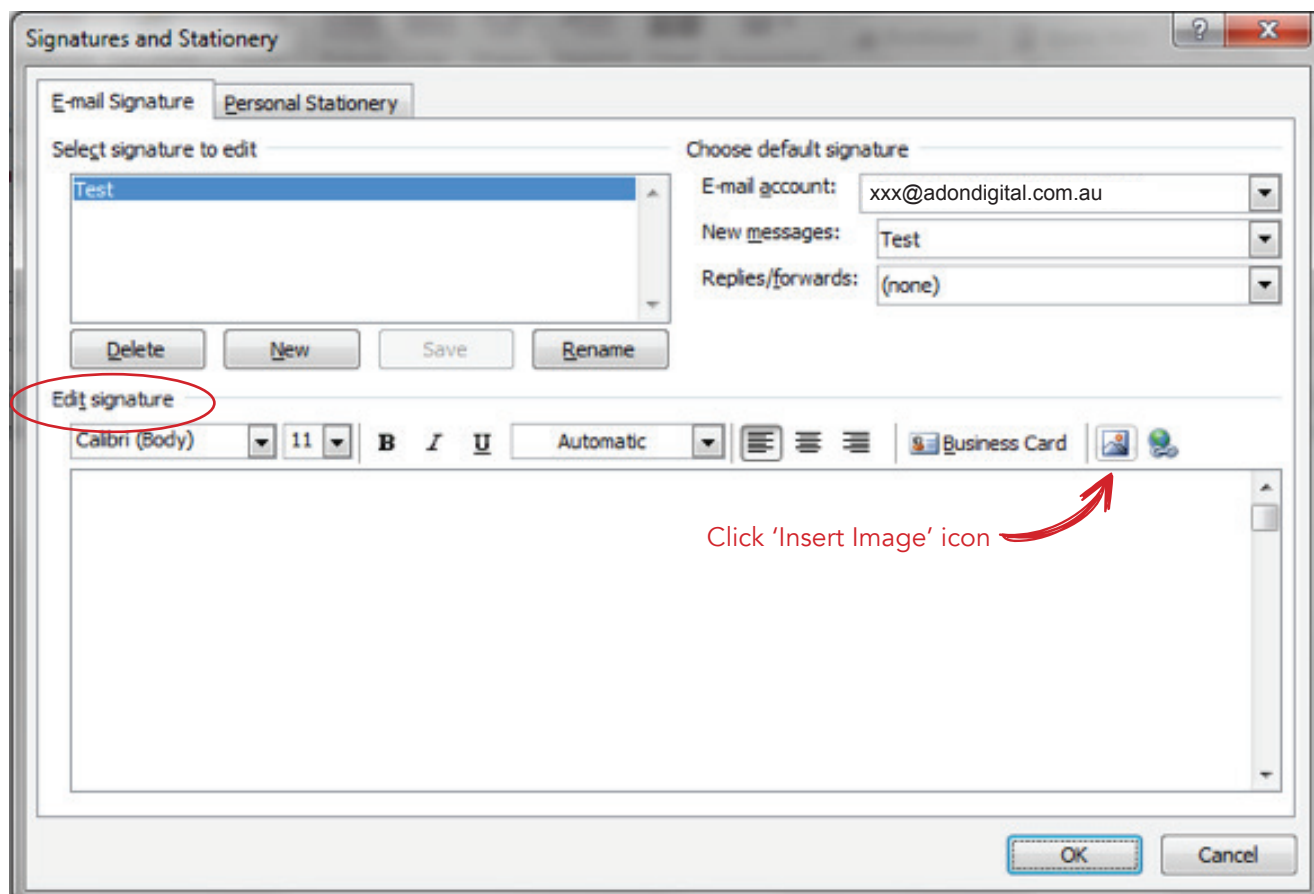


6. You also need to set this signature as your default. Under 'Choose Default Signature' select your email account, then in 'New Message' and 'Replies/Forwards' select the signature you've just created.

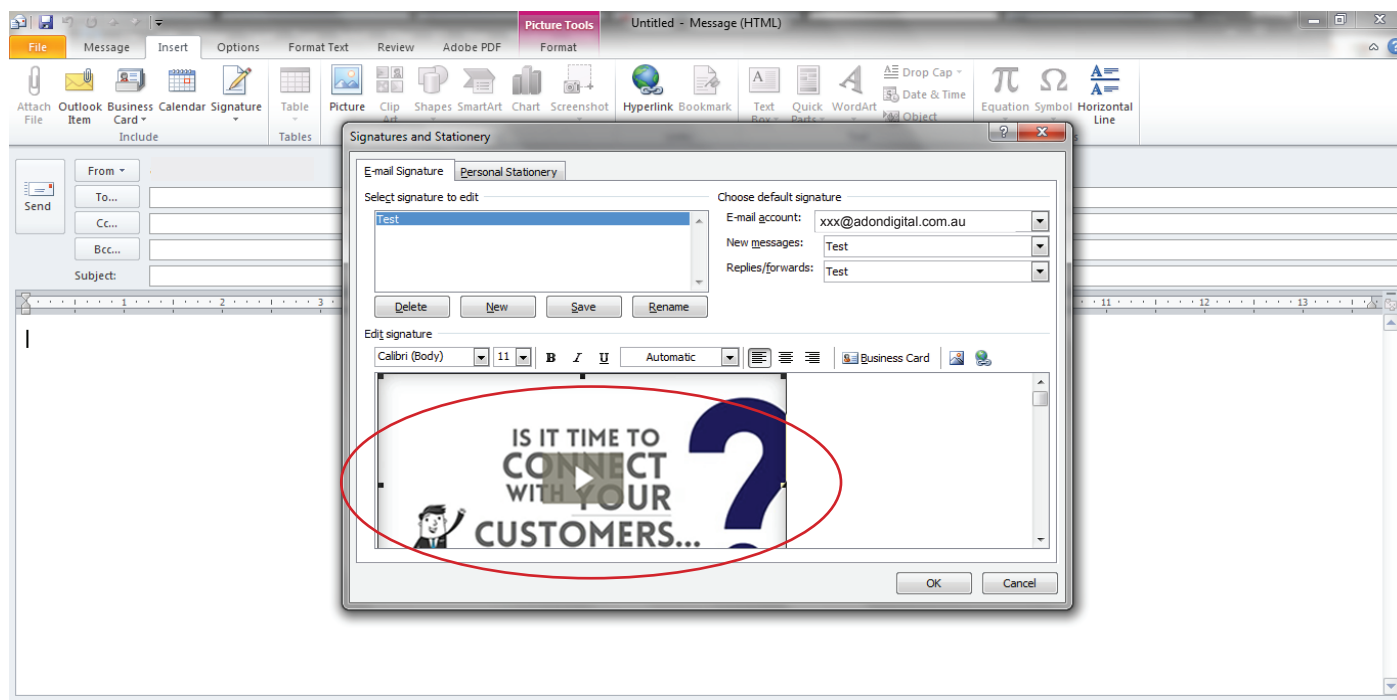




7. Now, under 'Edit Signature' click 'Insert Image' icon.

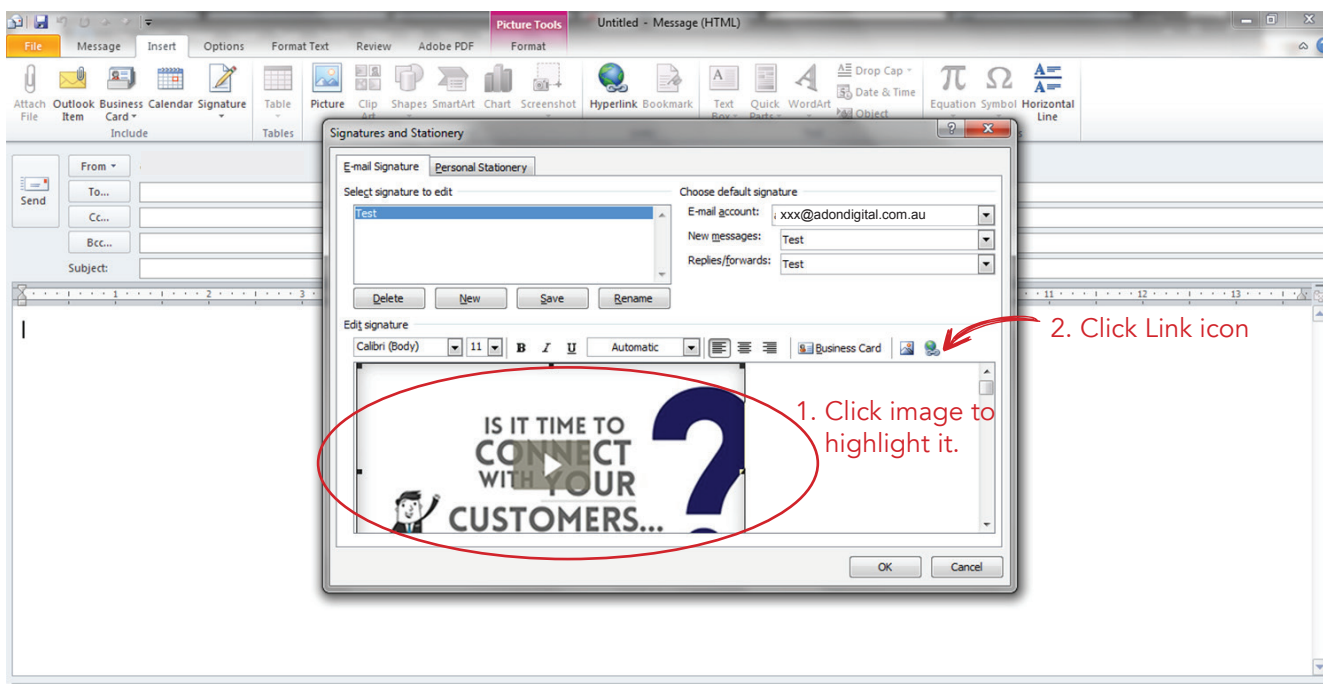


8. Select your video still image (that you saved in Step 1).

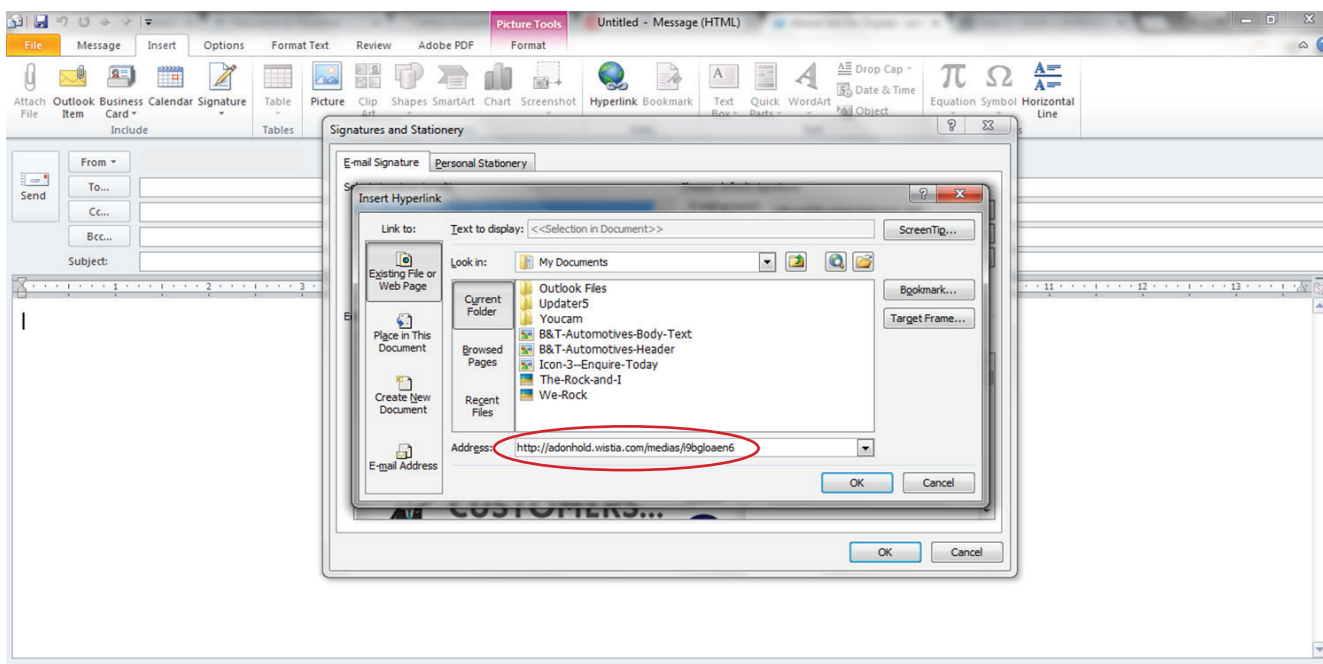




9. Click on your video still image to highlight it, and click on 'Link' icon.

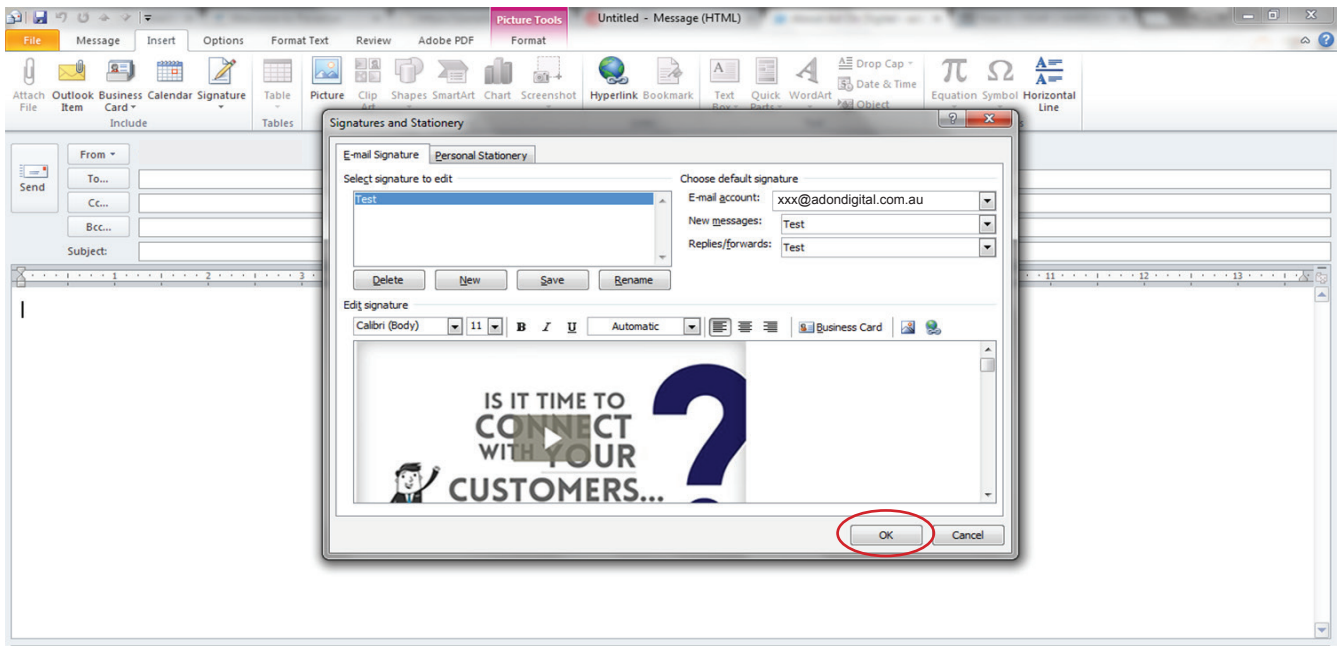


10. Then in the 'Address' field insert the video link that we've emailed to you. Press OK.

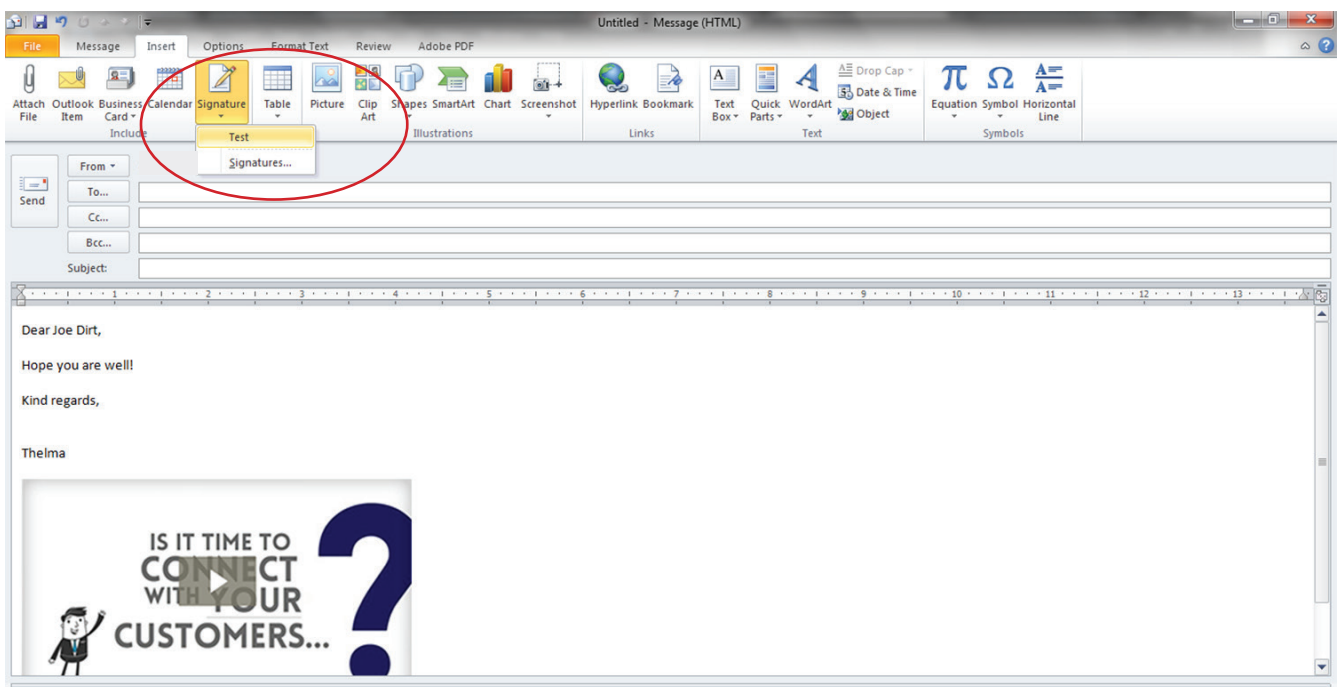




11 Click 'OK' again.



12. Then send a test email to yourself (ensuring you select the signature you've just created. In this example our signature is named 'Test').



12. Congratulations! You've just embedded your awesome video into your Microsoft Outlook signature. Mission complete.