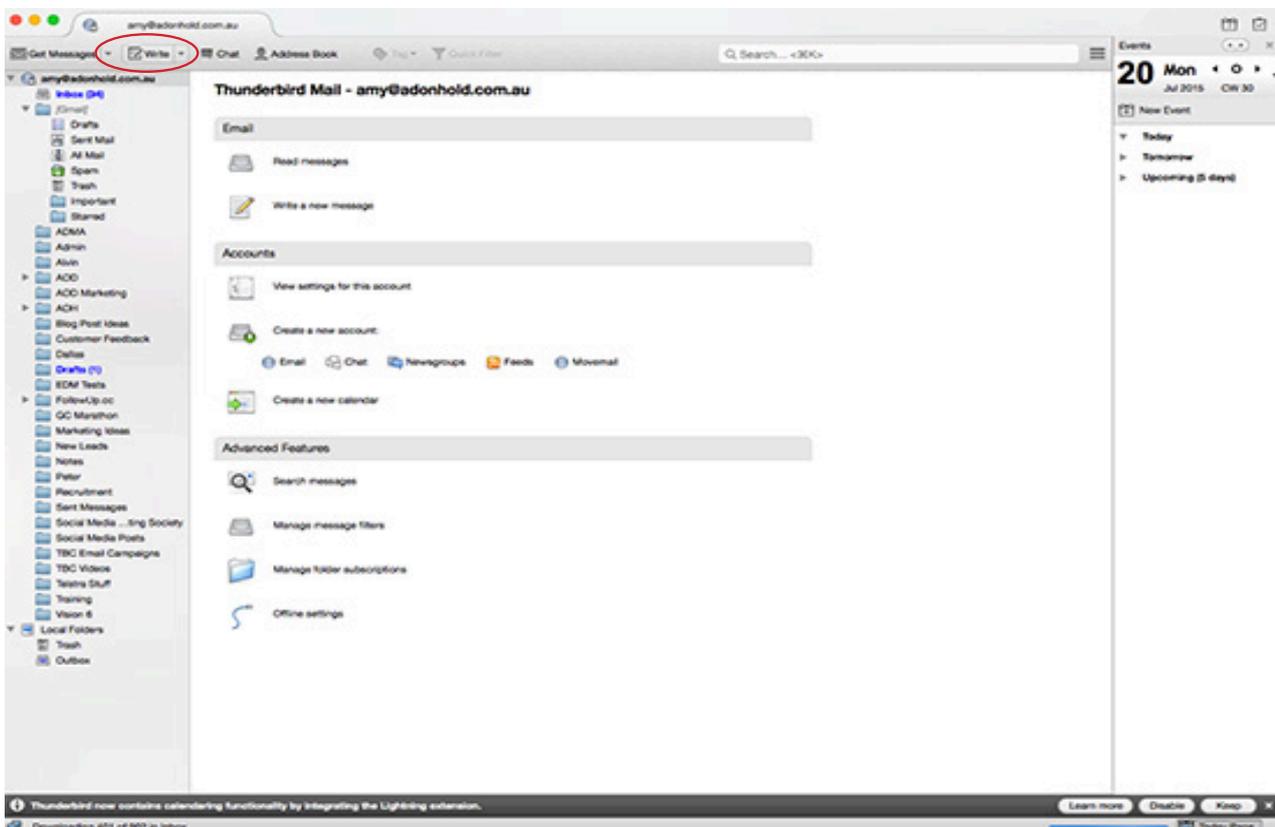


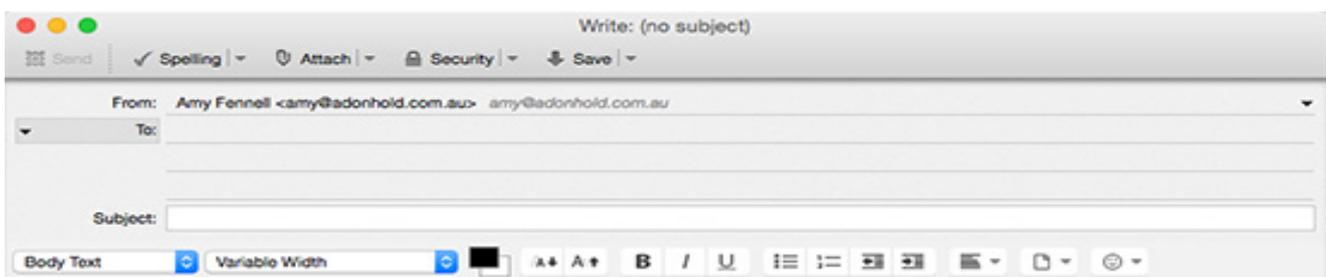
HOW TO UPLOAD YOUR VIDEO TO YOUR EMAIL FOOTER

For Thunderbird 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.
2. Next, open your Thunderbird program.
3. Click on Write (to open a new email window).



4. Type in the details for your email signature (eg. name, title, company and contact details). Or copy and paste this from your current email signature.

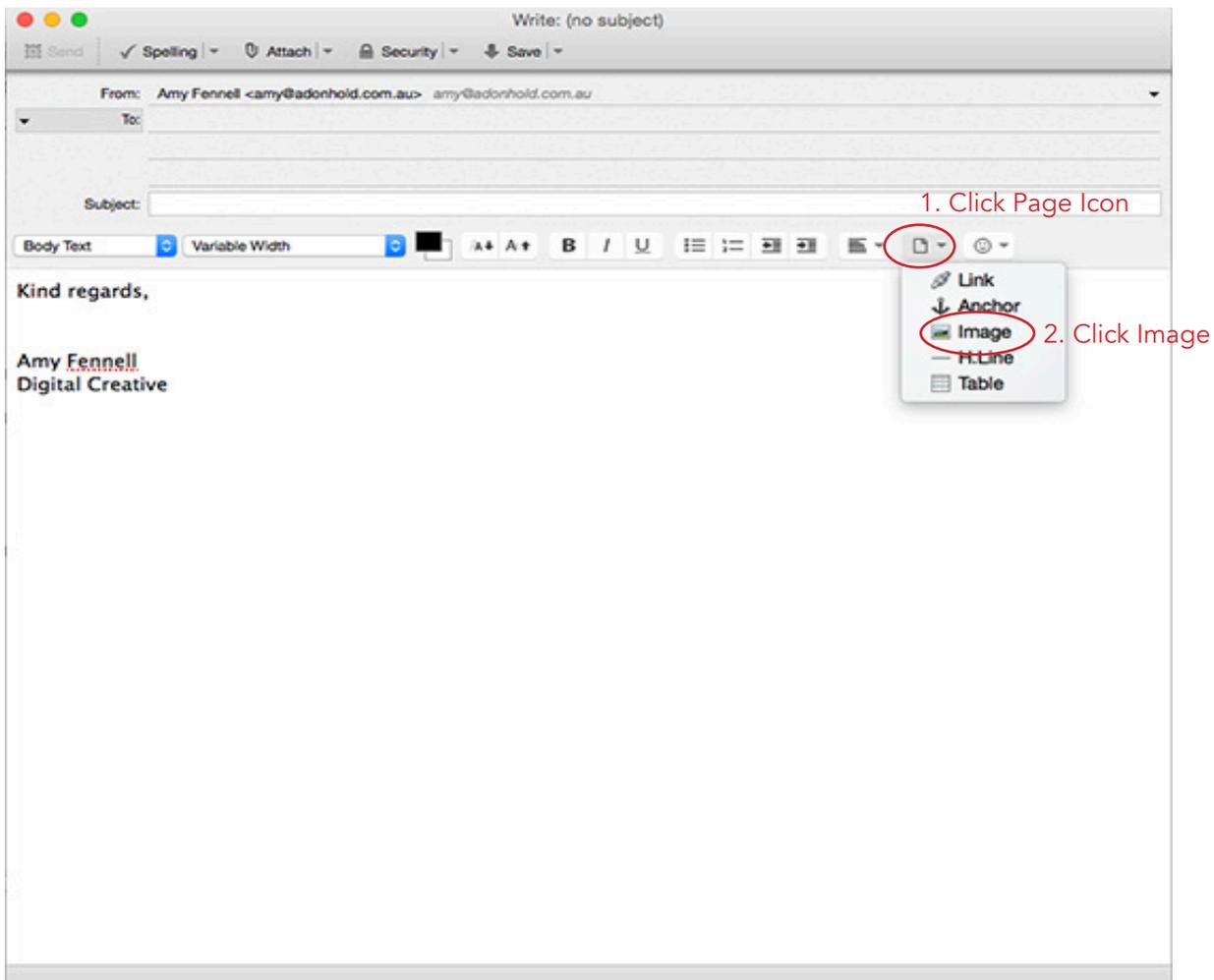


Kind regards,

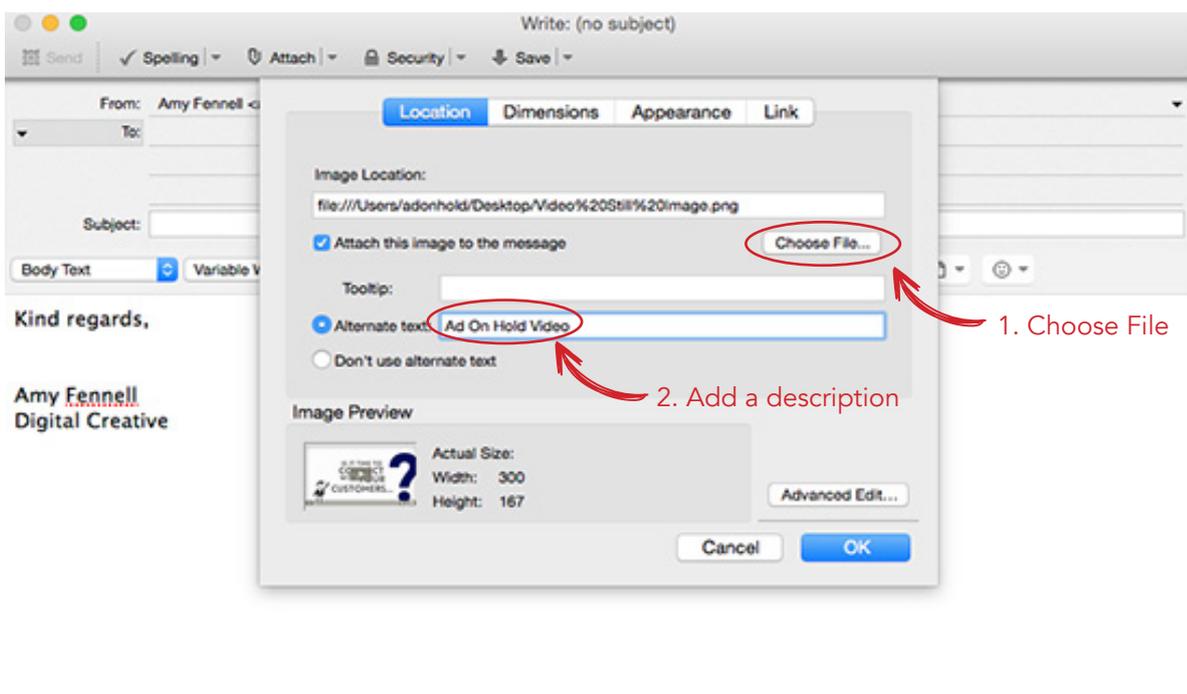
Amy Fennell
Digital Creative

Enter Signature details

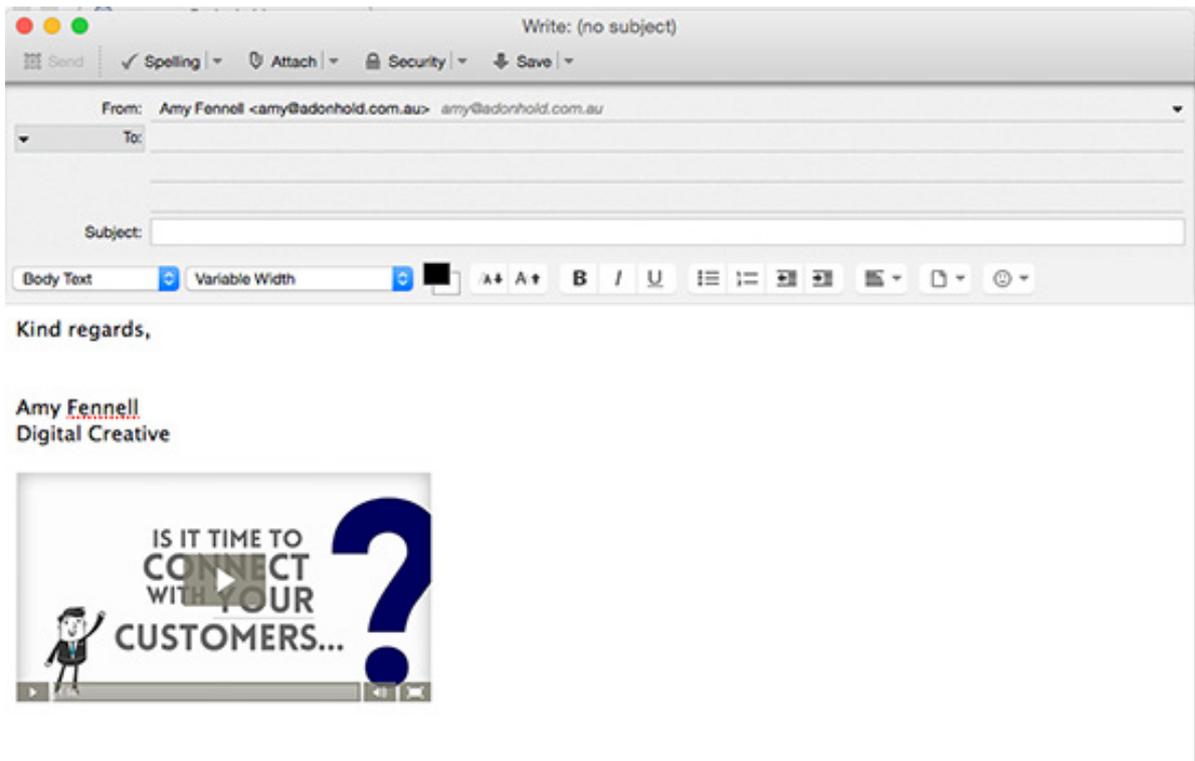
5. Next, go to the Page Icon and click on the dropdown box. Select Image (to insert your video still image).



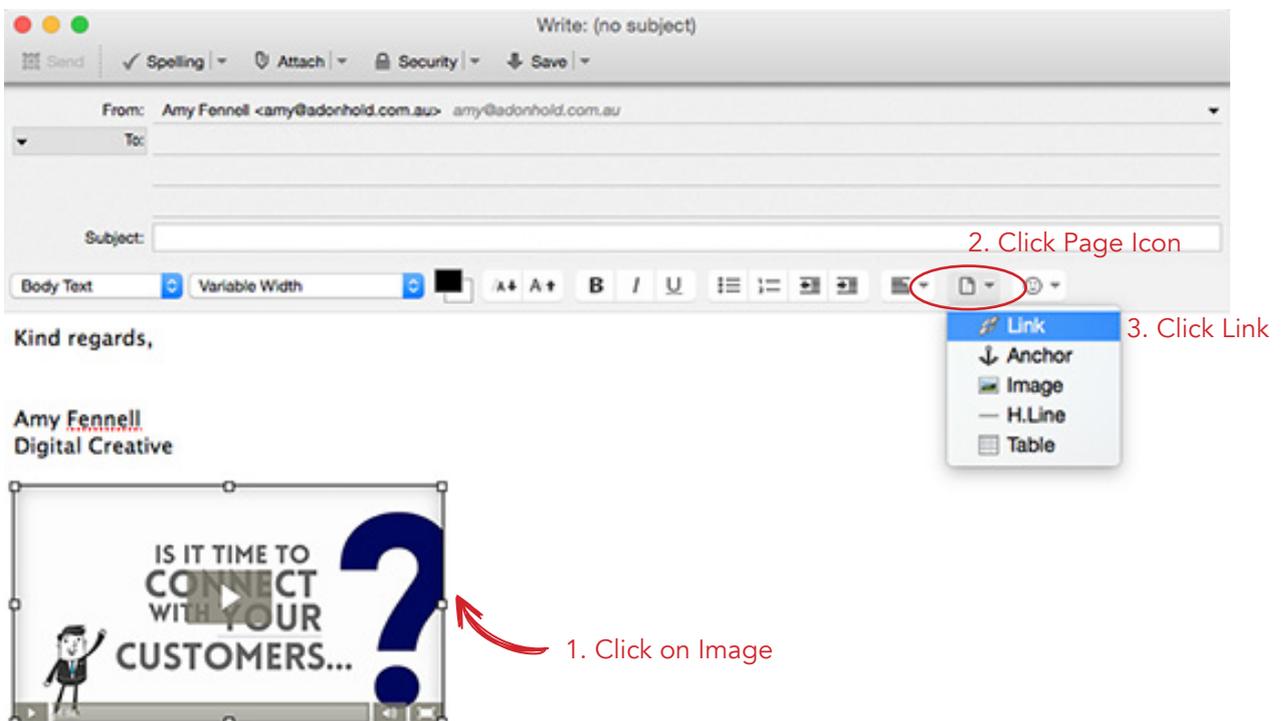
6. Next, click on Choose File and select the Video Still Image that you saved to your desktop earlier. In the Alternate Text box, add a description for your video. Click OK.



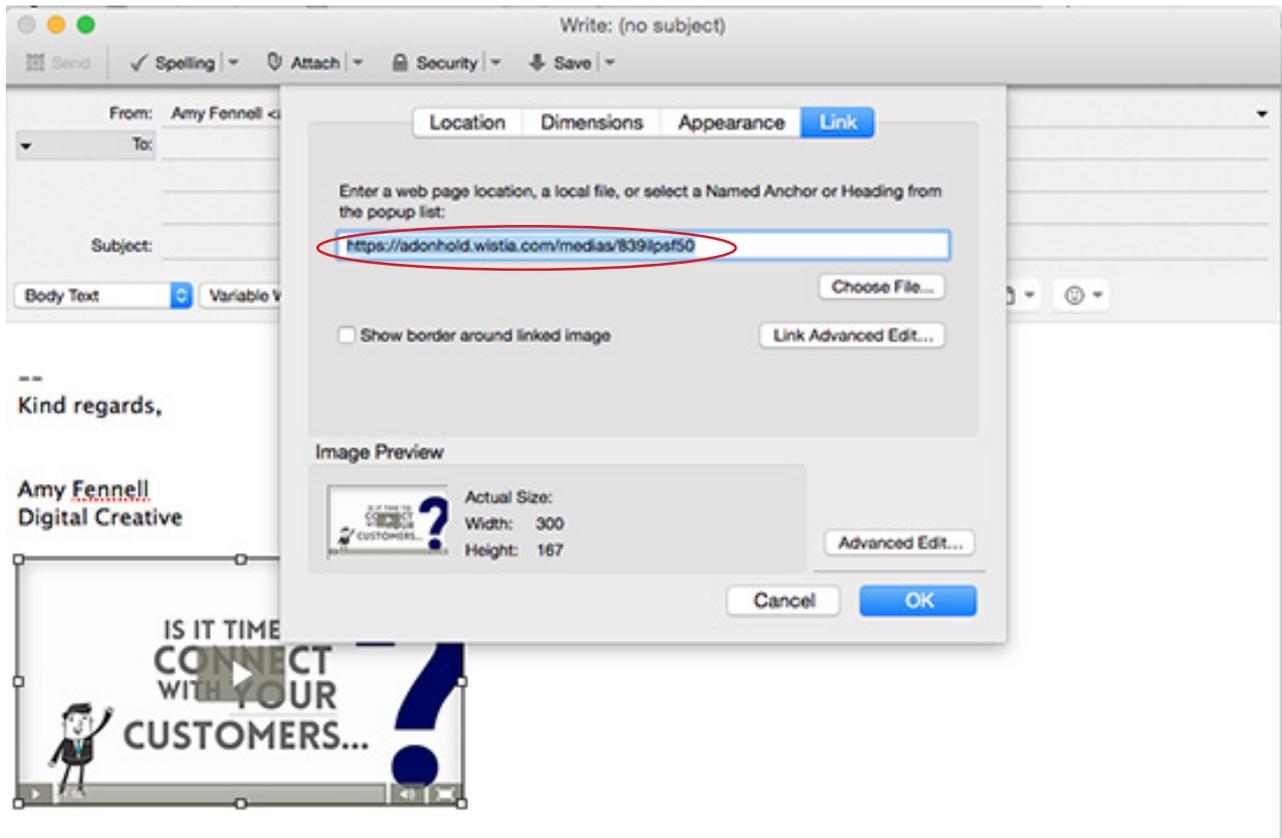
7. You'll now see your video still image underneath your contact details.



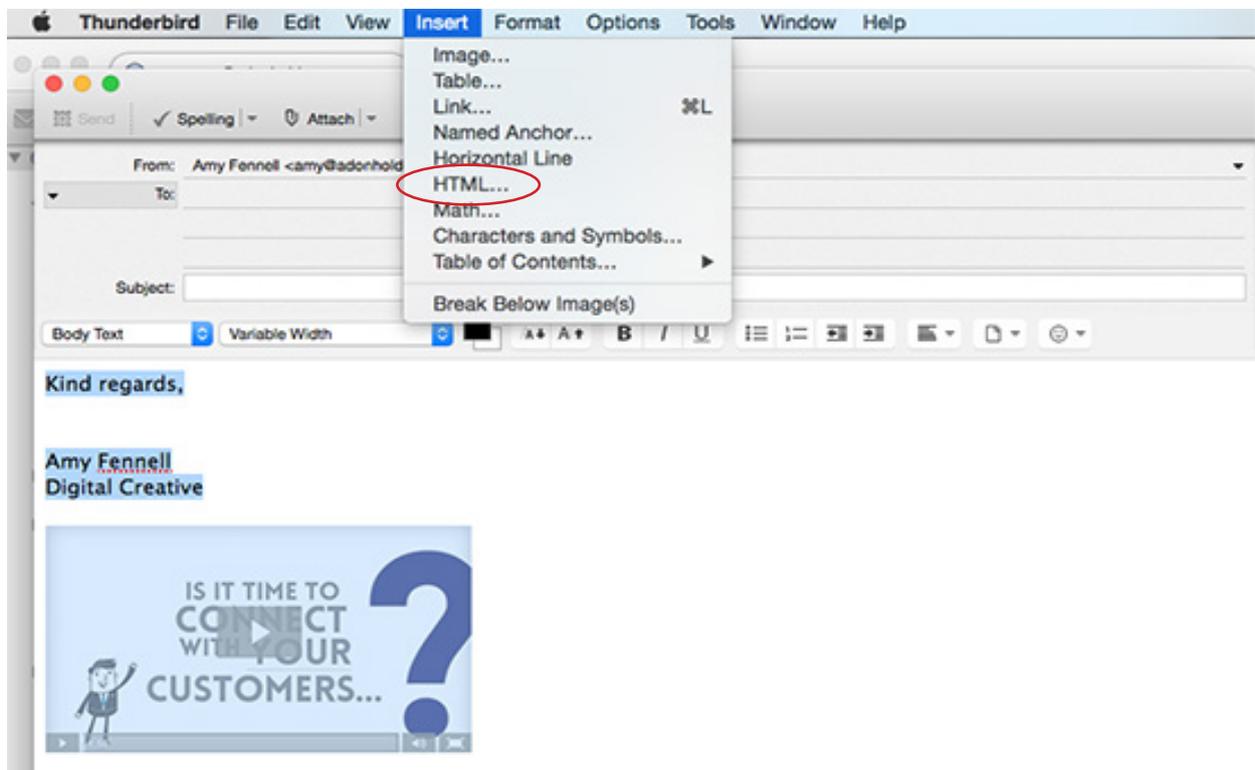
8. Next, click on your video still image to highlight it, and then go to the Page Icon. Click the dropdown box and select Link.



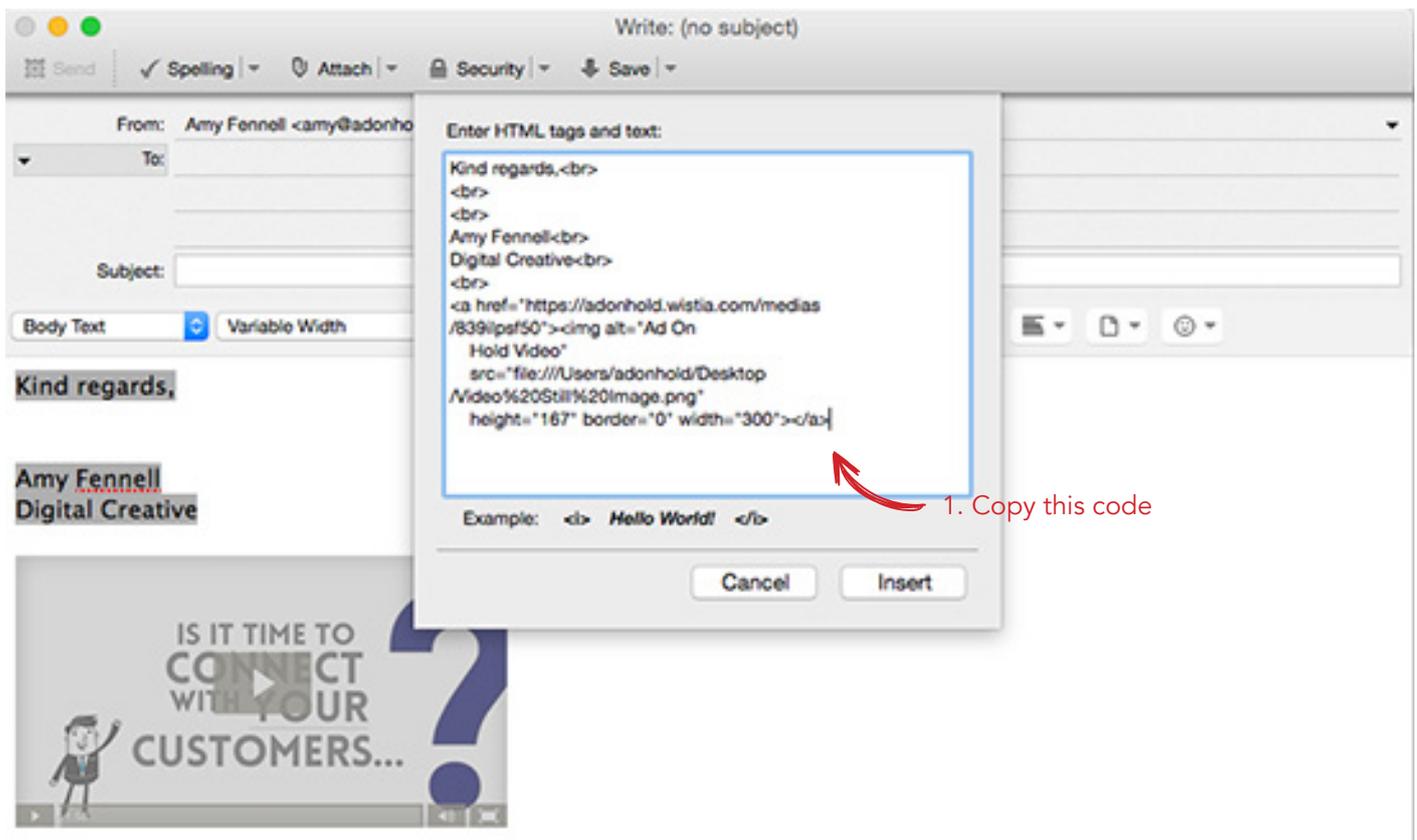
- Go to the video link that we emailed to you. Copy it and paste into the link box here. Click OK.



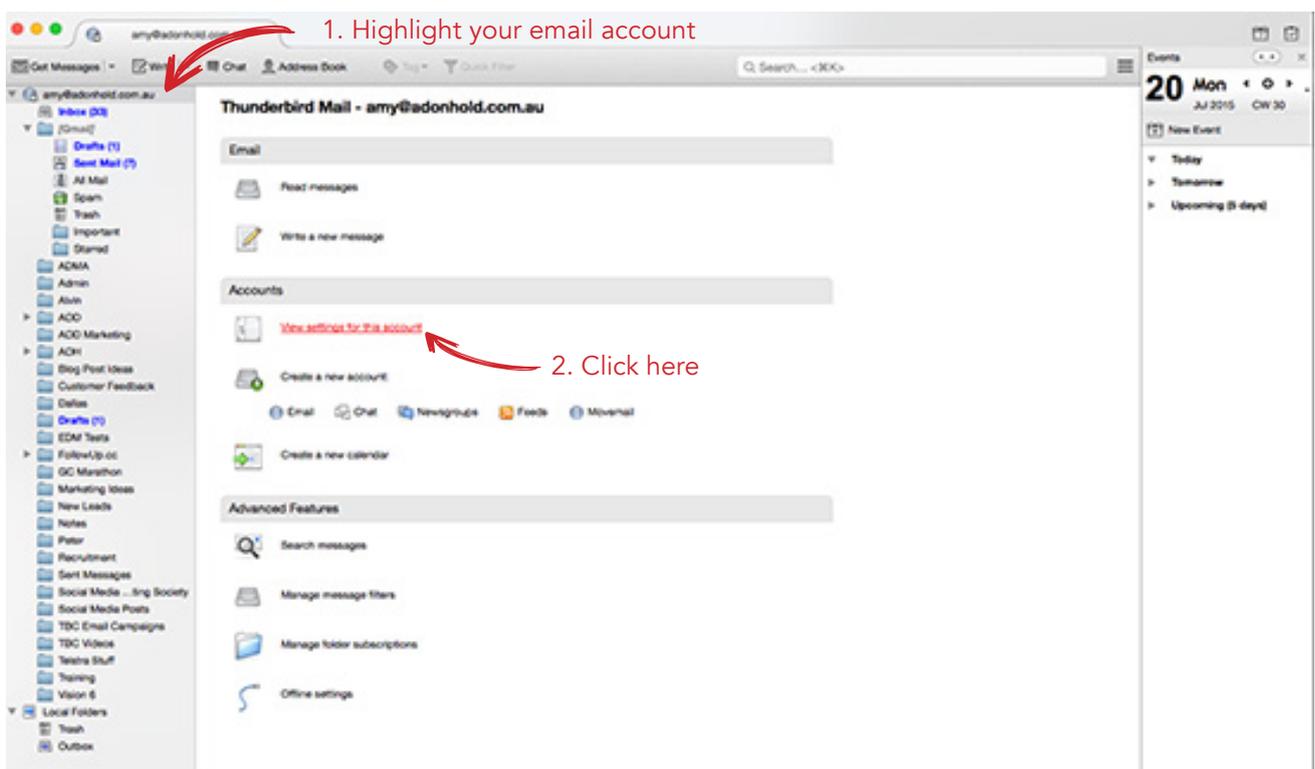
- Highlight and select your complete signature (including your video still image). Now to to Insert and select HTML..



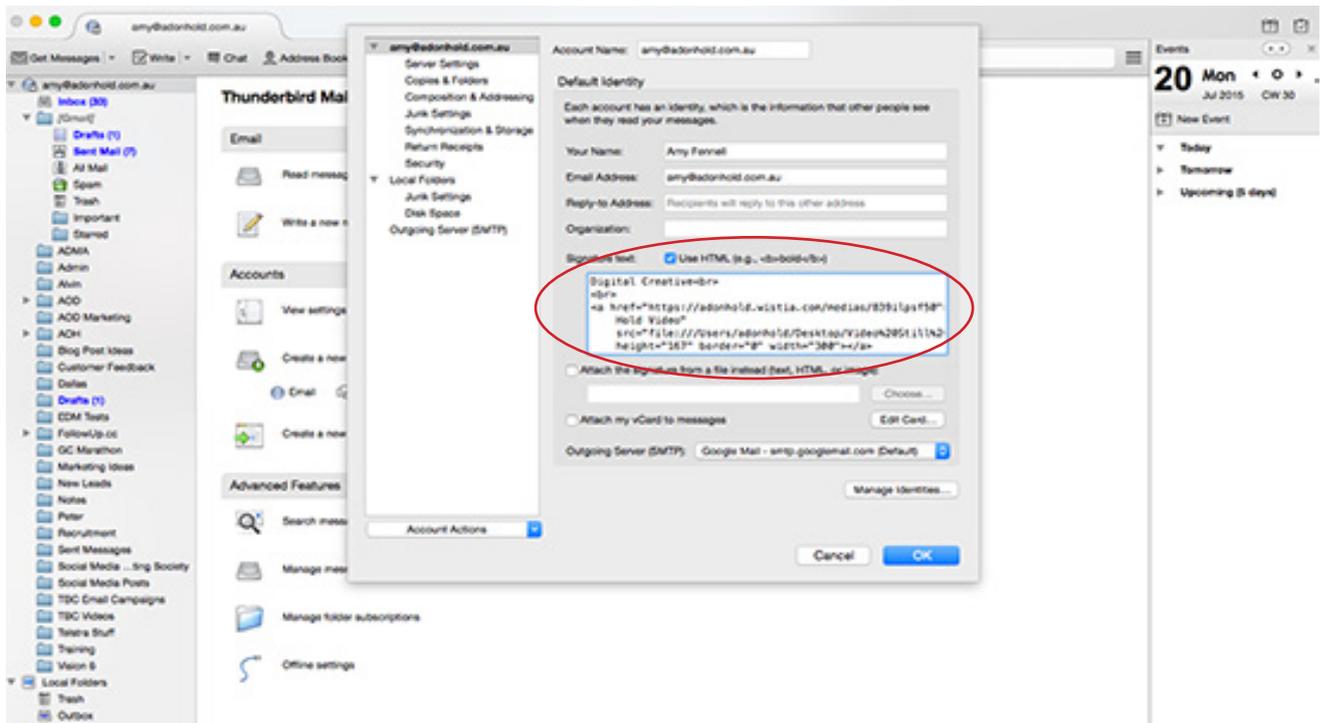
11. The HTML code will appear. Highlight the code and click Command C to copy it.



12. Next, click out of this email. Ensure that you have your mail account highlighted, go to Accounts, then View Settings For This Account.



15. In Signature Box, paste the HTML code that you just copied. Click OK.



16. Then send a test email to yourself. Congratulations! You've just embedded your awesome video into your Thunderbird signature. Mission complete.