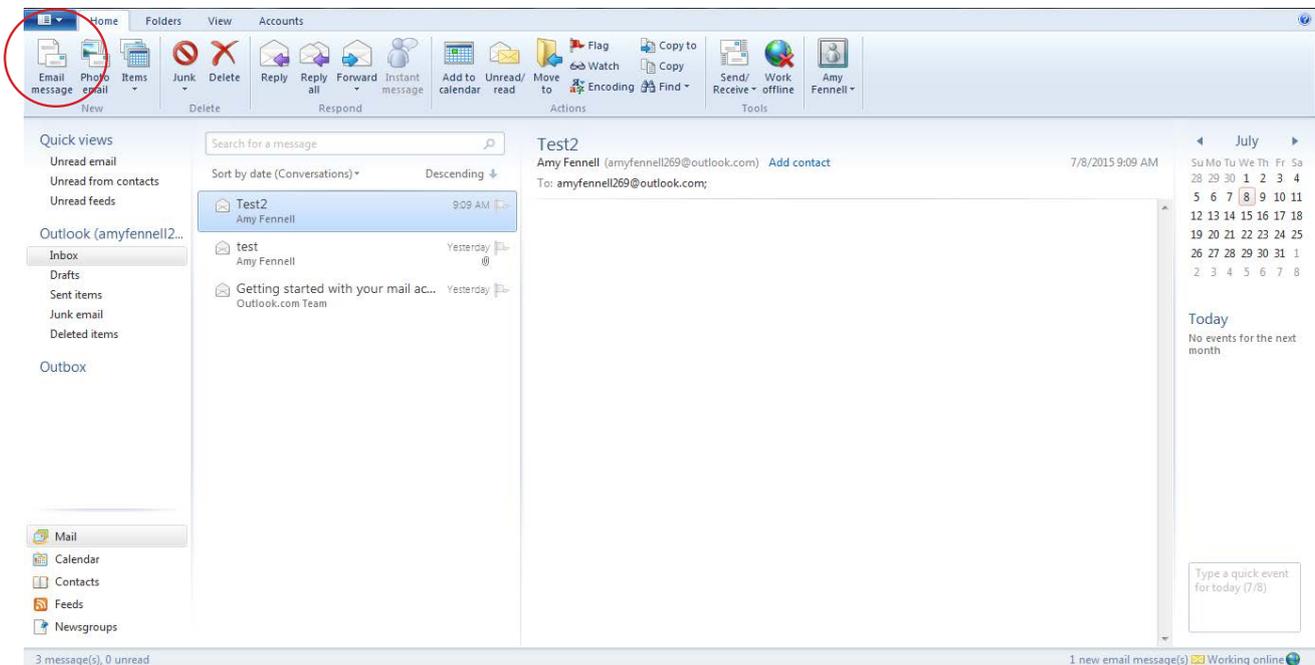


## HOW TO UPLOAD YOUR VIDEO TO YOUR EMAIL FOOTER

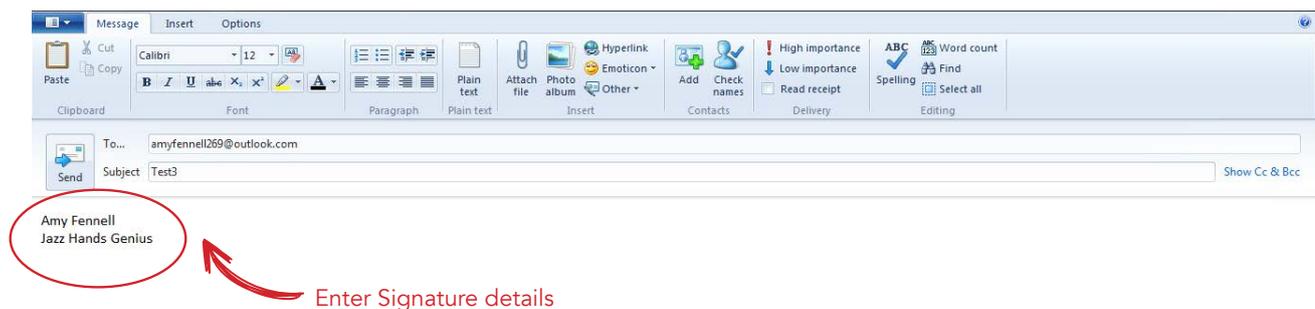
### For Windows Live Accounts

#### Windows Live Account

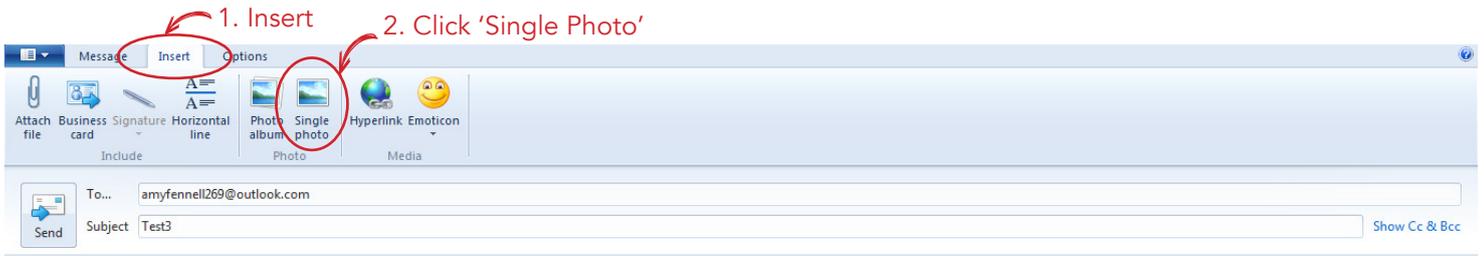
1. We've emailed you a 'still image of your video', along with a web link to your video. Please save your 'video still image' onto your desktop.
2. Next, open your Windows Live Outlook program.
3. Click on Email Message.



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.

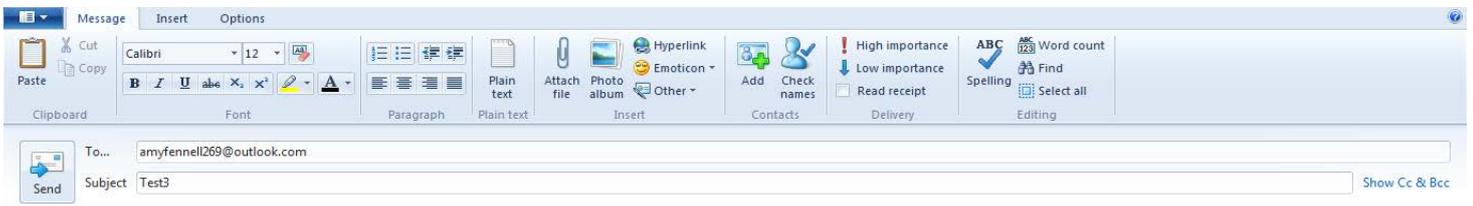


5. Go to Insert. Click 'Single Photo'. Then select the Video Still Image that you saved to your desktop earlier. Click Open.



Amy Fennell  
Jazz Hands Genius

6. The image will appear under your signature.



Amy Fennell  
Jazz Hands Genius

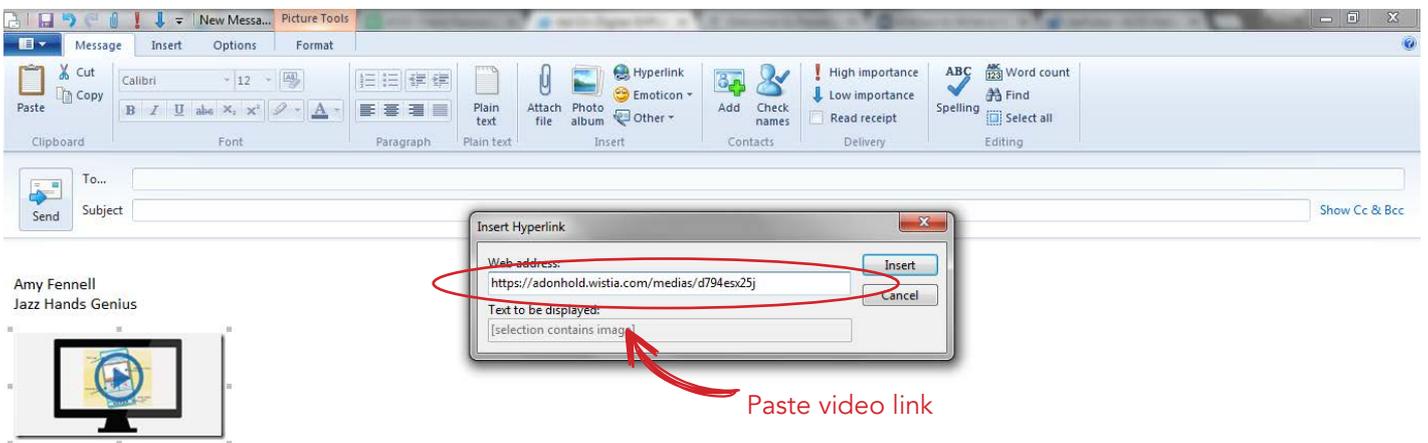


7. Go to the video link we sent you in your Final Package email, and copy it. Then go back to the email we're working on.
8. Click on the Video Still Image to highlight it, then go to Message and select Hyperlink.

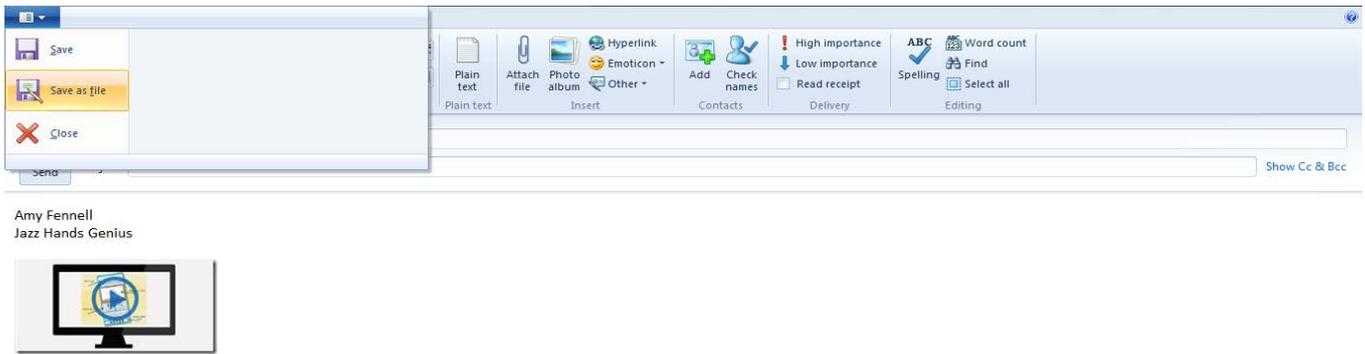


1. Click to highlight Video Still Image

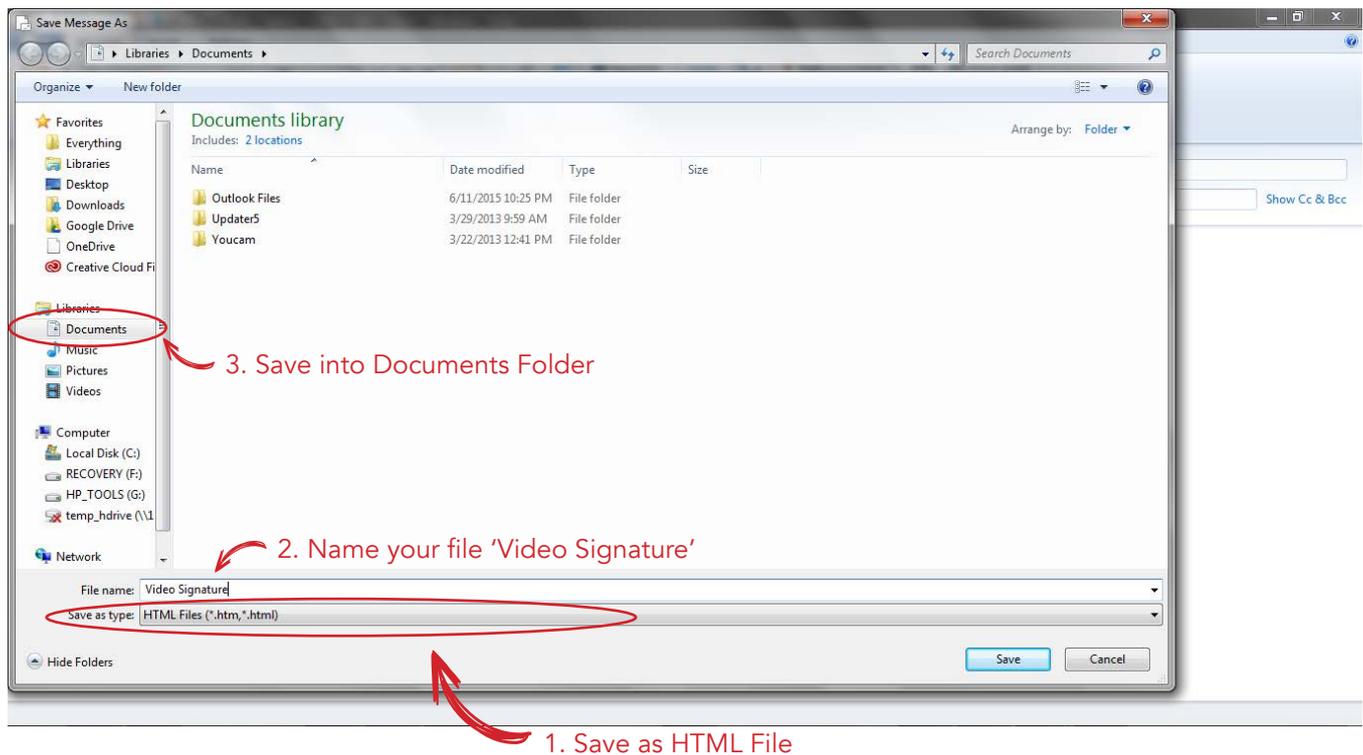
9. Paste the video link (that you copied in Step 7) and click Insert.



10. Move your cursor to top left of screen and click on Page Icon. Then click 'Save as file'.



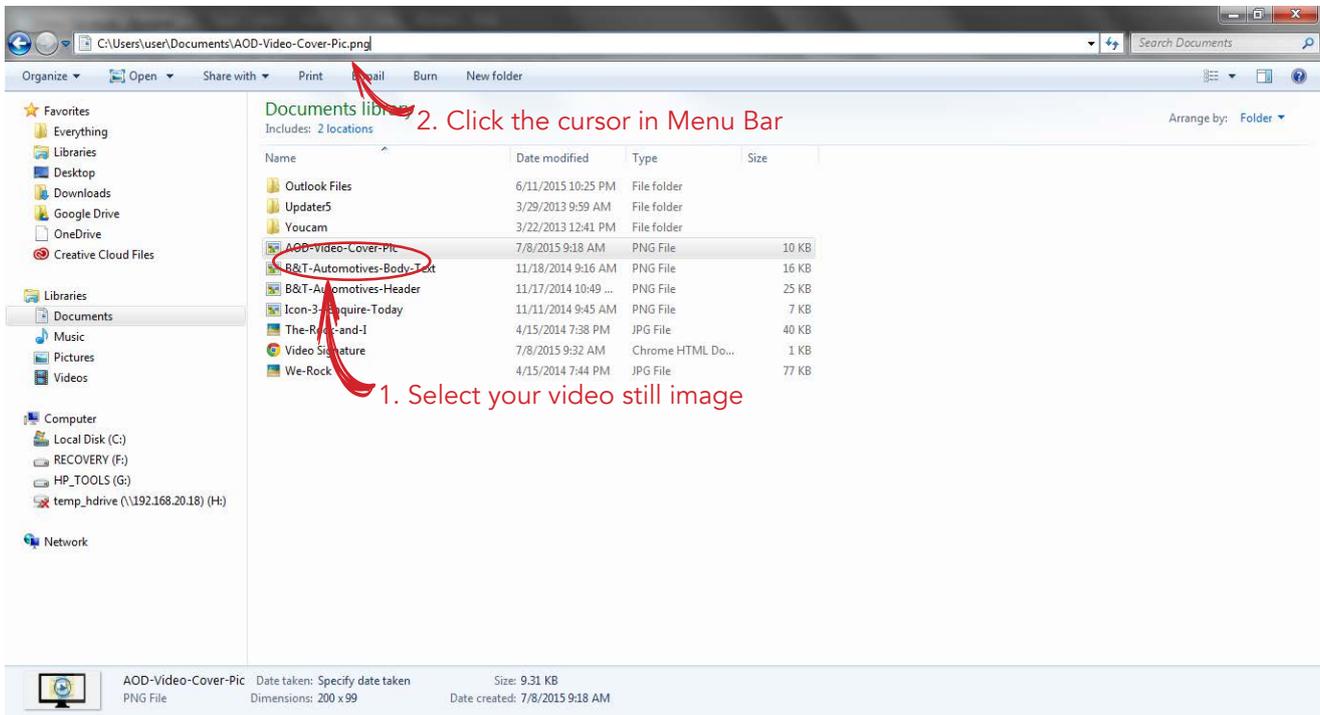
11. When this screen appears, go to 'Save as type' and select 'HTML Files'. Then name your file 'Video Signature' and save to your Documents Library. Click Save.



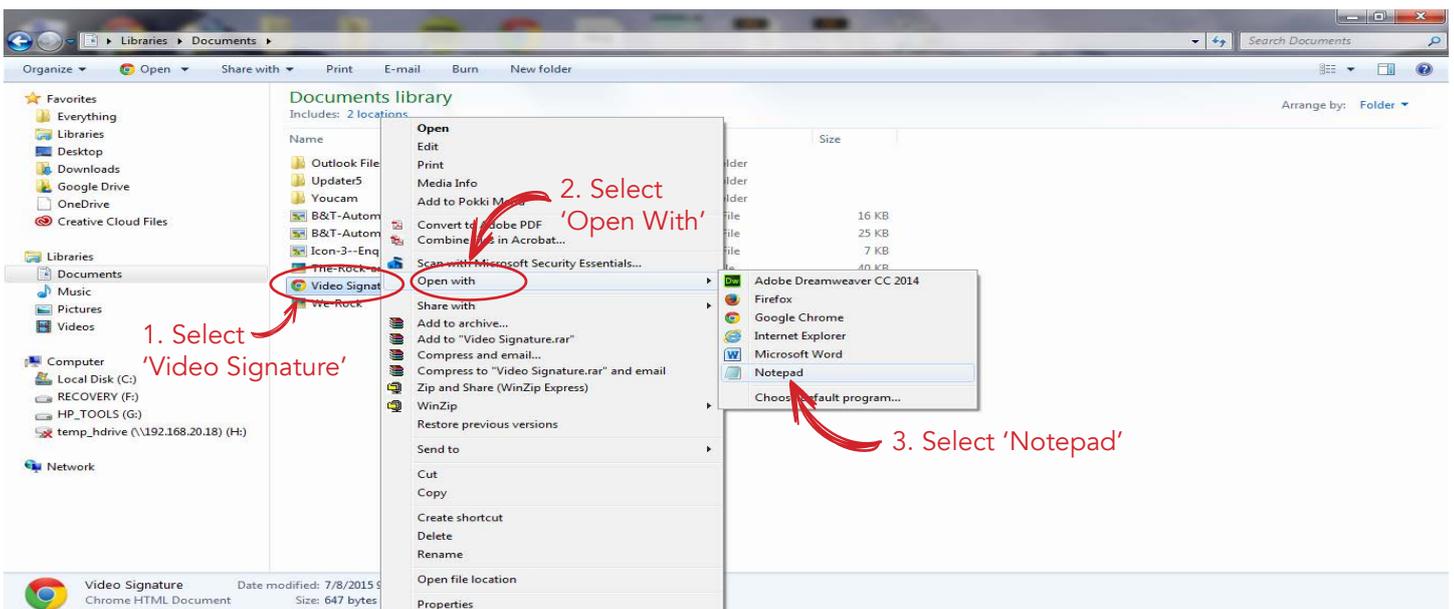
12. Now, go to your Documents folder, select the Video Still Image (.png file) that you saved in Step 1. Click your cursor in the Menu Bar. After the words Libraries\Documents, type '\ ' and the name of your Video Still Image should appear in the menu items. Select it, and the actual image will open. Close the image straight away (we don't actually need it to open, but this enables us to then copy the link).

13. Select your Video Still Image again and click on the Menu Bar again. Now copy this link (which should include your video still image).

\* This step can be a bit tricky - please call Amy at Ad On Hold if you need assistance.

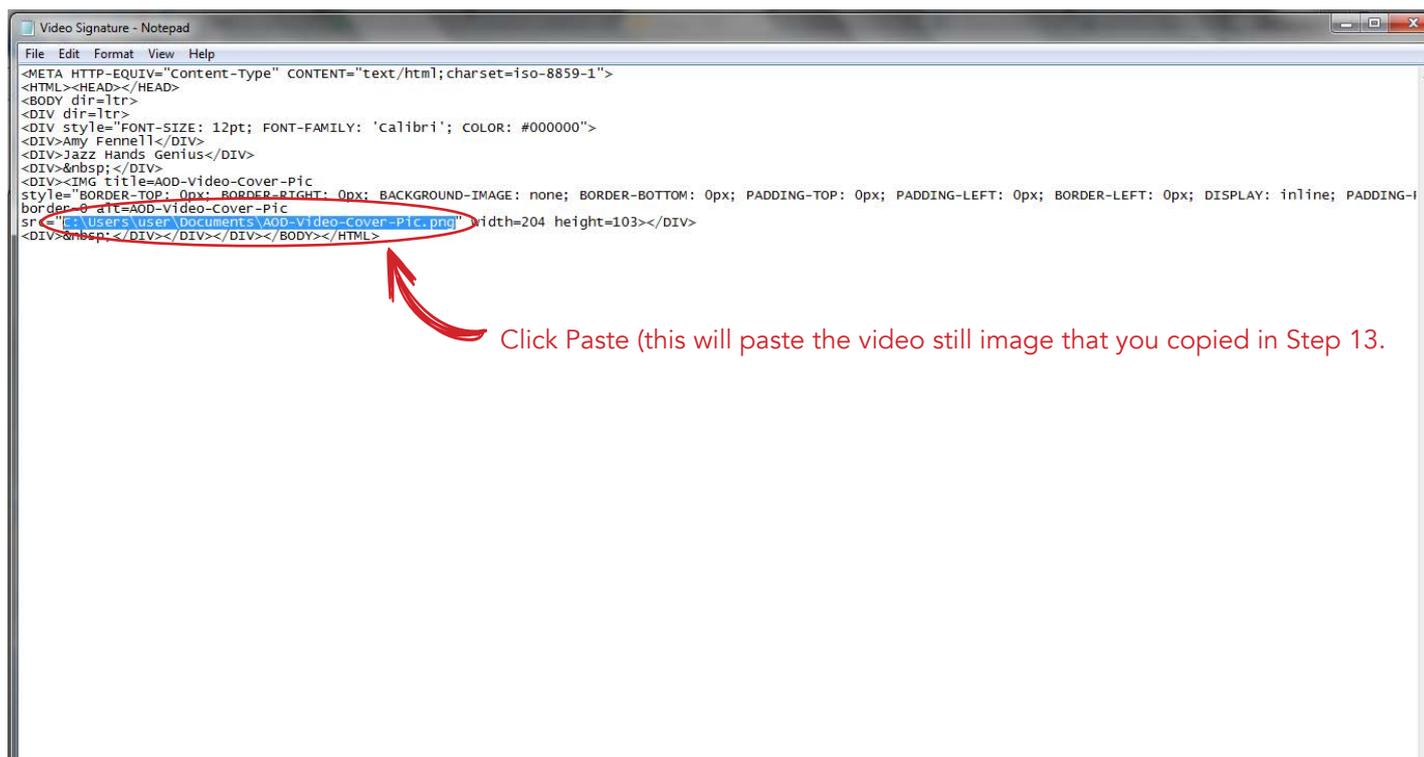


14. Now in your Documents folder, highlight your Video Signature file. Right click, then select 'Open With', and select 'Notepad'.

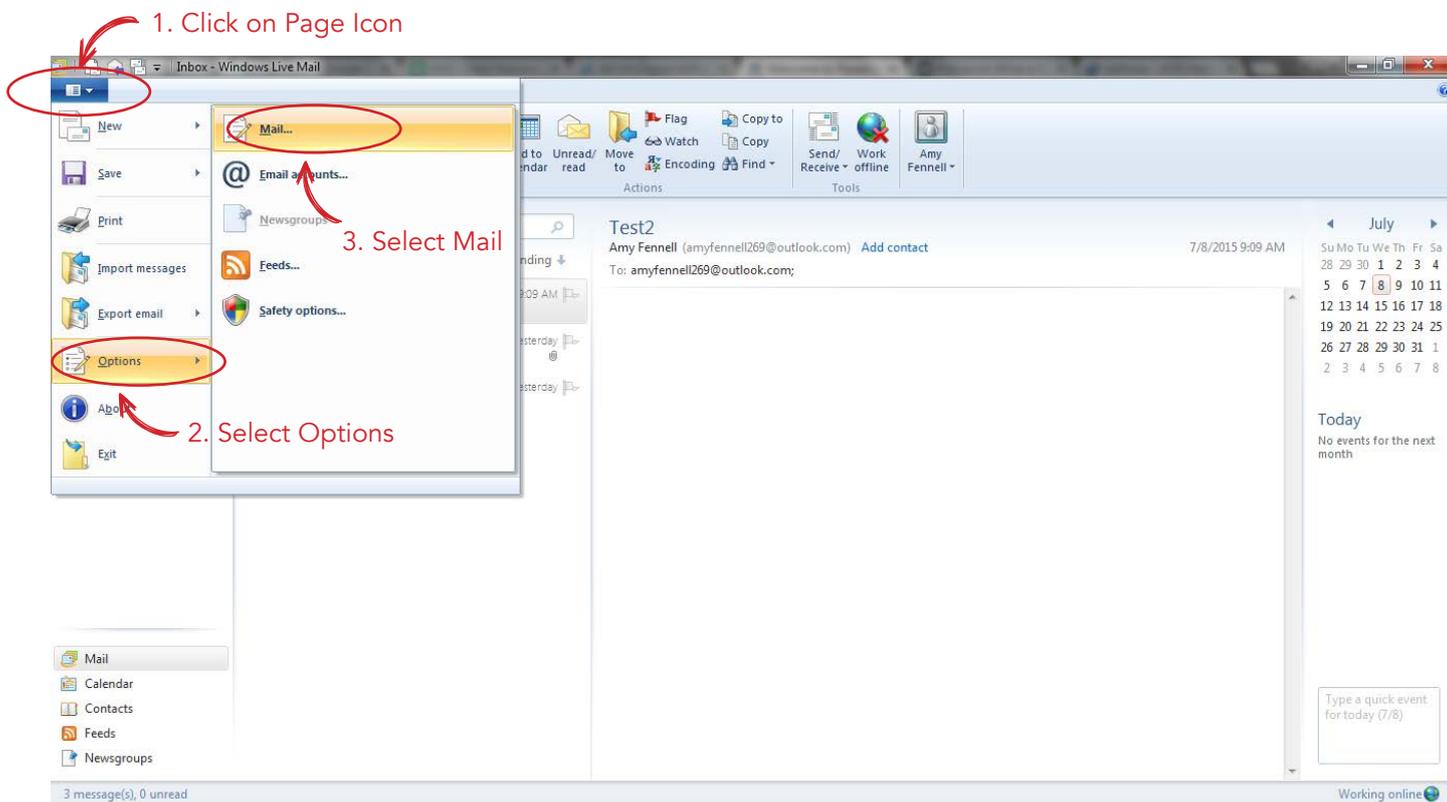


15. This screen below will pop-up. Now go to line that begins with 'src'. Highlight the area between the two inverted commas, and click paste.

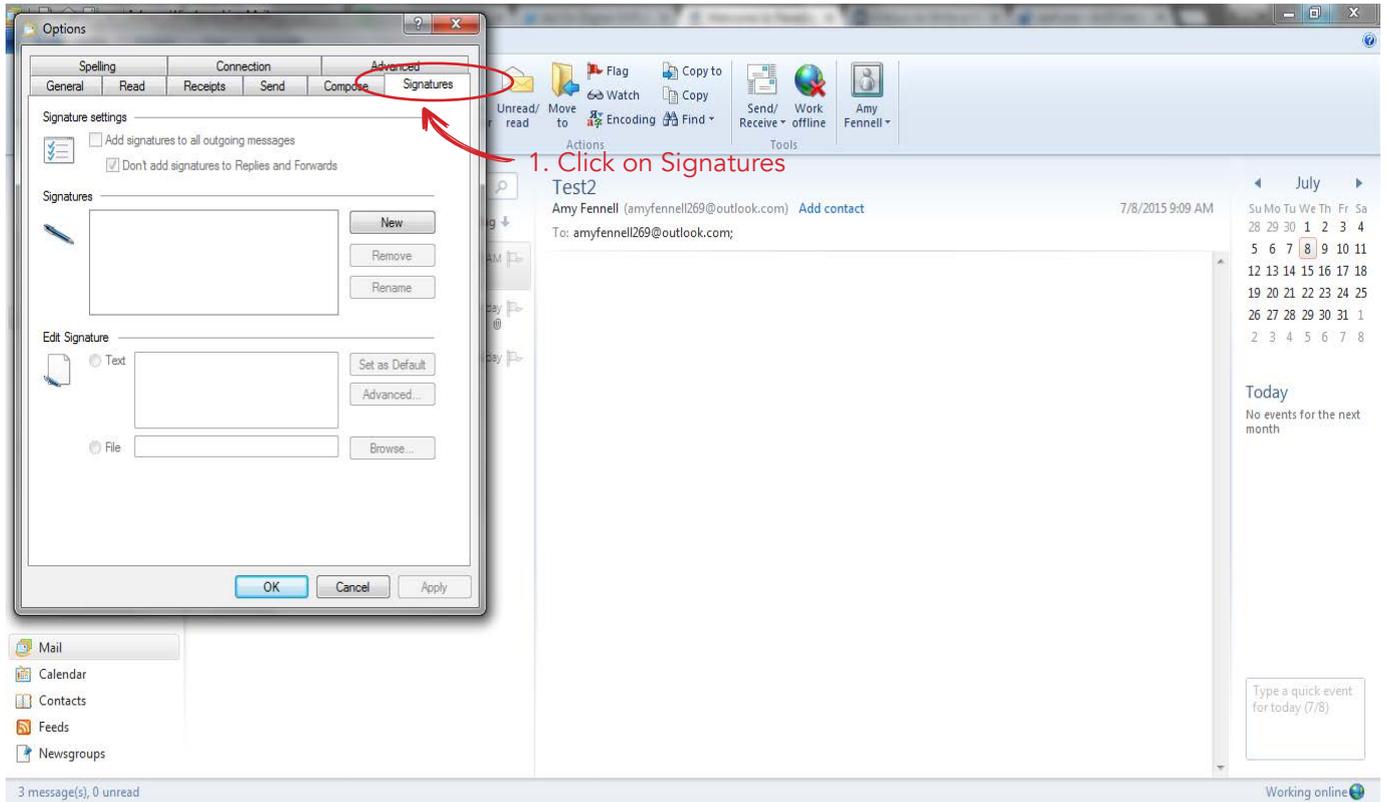
16. Go to File, and click Save.



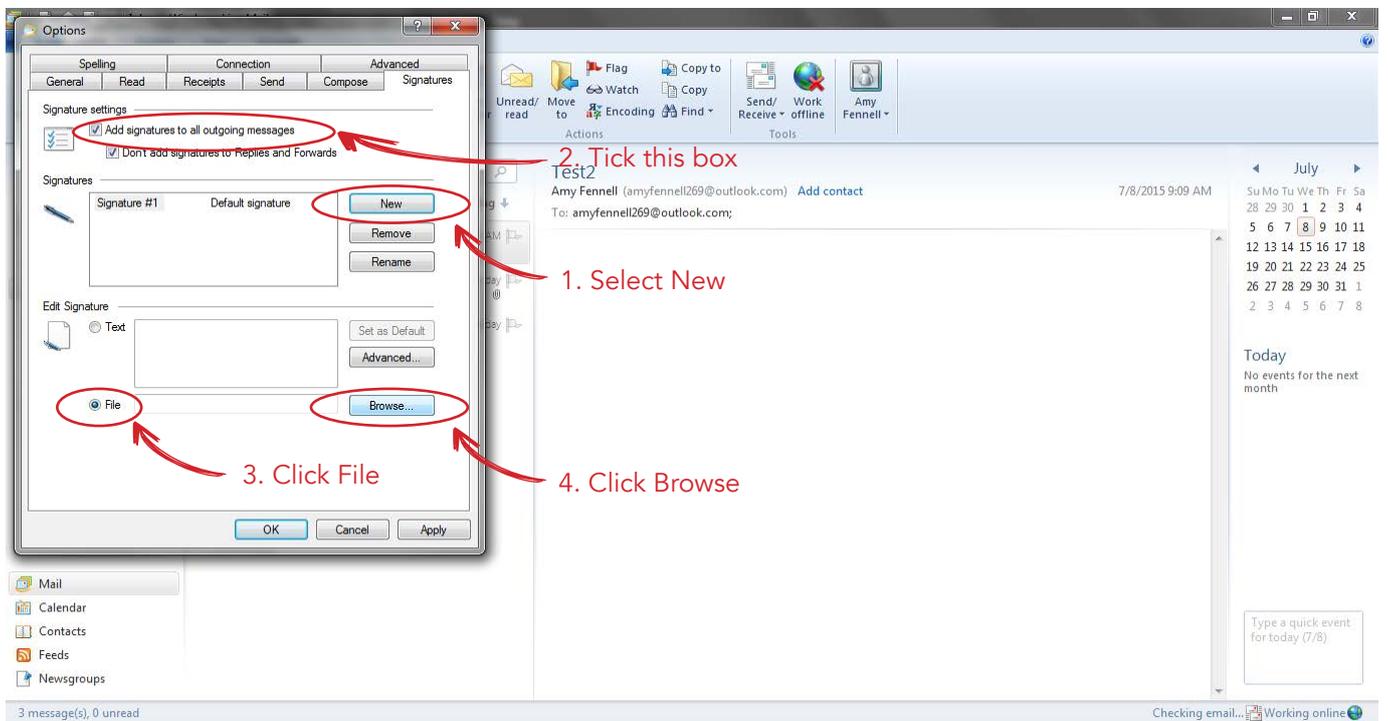
17. Go back to your Windows Live Outlook. Click on the top left Page Icon, select Options, then Mail.



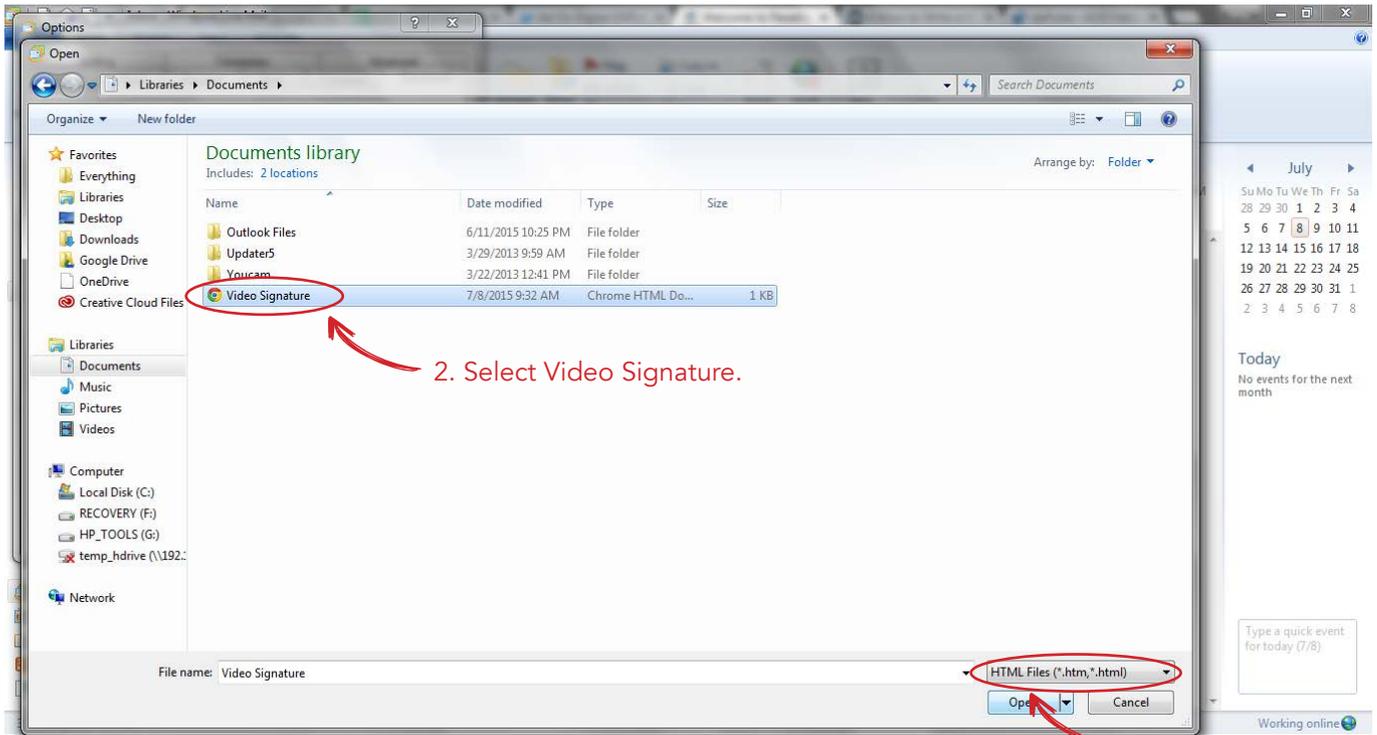
## 18. Go to Signatures.



## 19. Select 'New'. Then click the check box 'Add signatures to all outgoing messages'. Then go to Edit Signature and click on the radio button next to 'File' and click Browse.

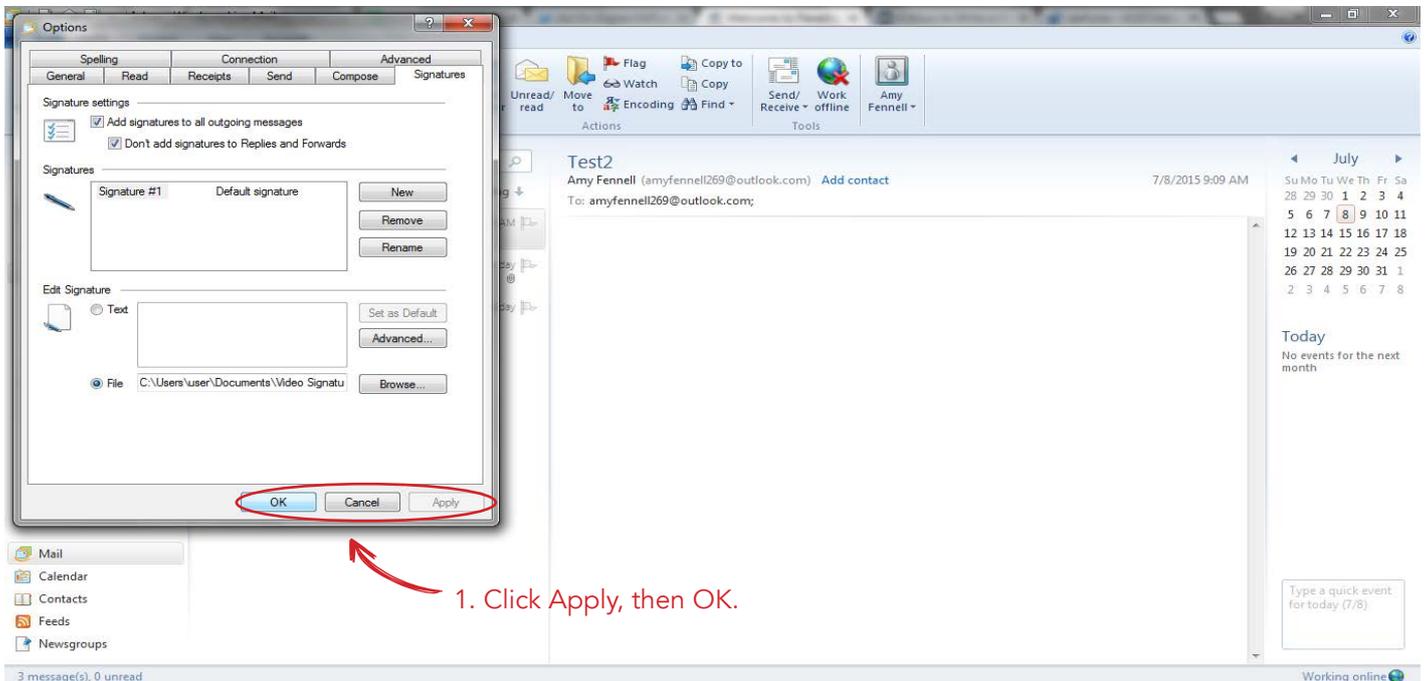


20. Go to Documents Folder. In bottom right hand corner, click on the dropdown arrow to change 'Text Files' to 'HTML Files'. Now select the Video Signature File and click Open.



1. Change 'Text Files' to 'HTML Files'

21. Click Apply, then OK.



1. Click Apply, then OK.

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