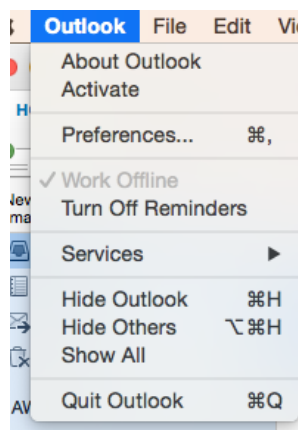


Manual: new email signature Diamond Year

This manual explains and facilitates how to add the new Diamond Year logo to your signature block.

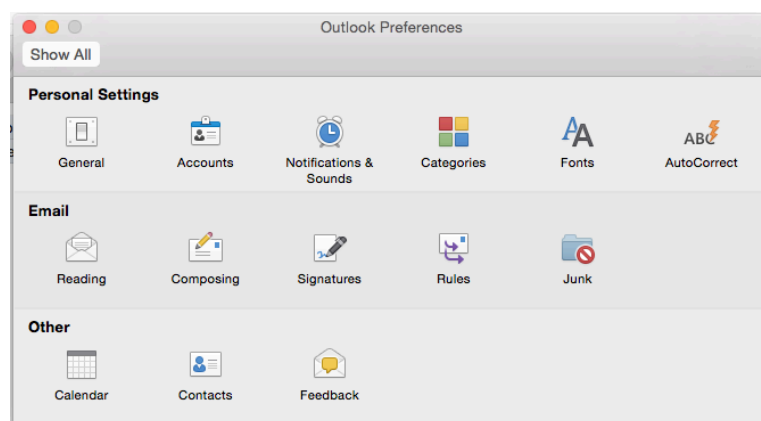
Step 1:

Open your **Outlook** email and choose the option **preferences**



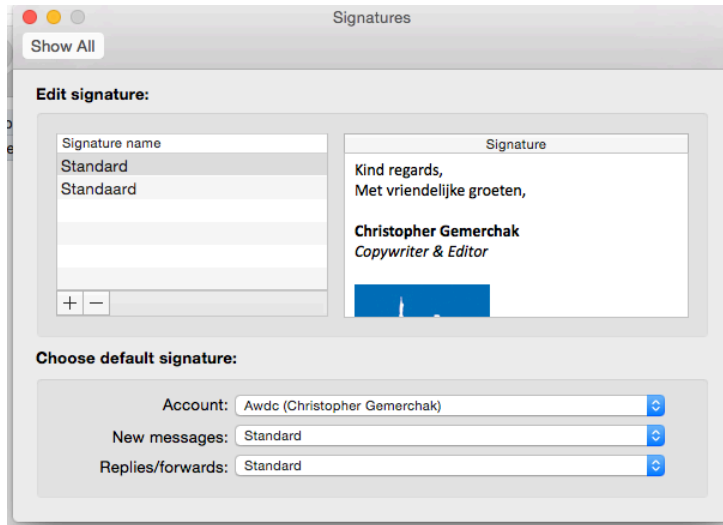
Step 2:

In the tab **preferences**, under the tab email, choose the option **signatures**.



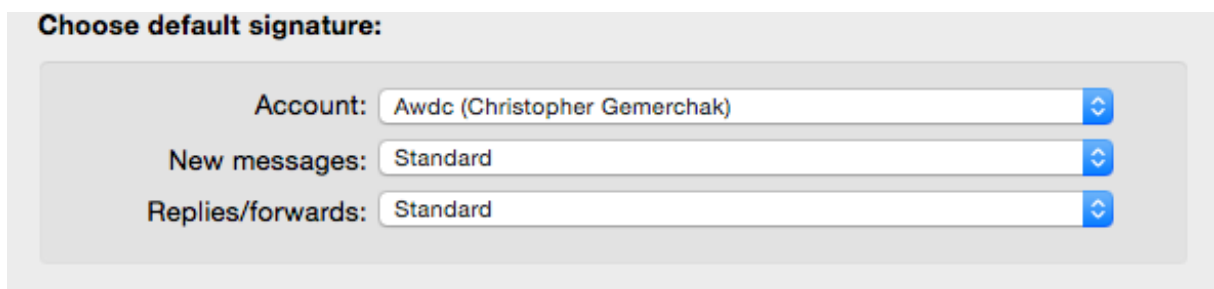
Step 3:

Via the “+” link in the window, you can create a new signature and choose a personal name. As you can see in the example below, you have the possibility to paste the signature on the right-hand side.



Step 4:

When you want to place your signature standardly underneath the emails, click on the right-hand side below, opt for **standard signatures** and choose your personal account. You can also opt to use this signature standardly for new messages and messages that will be forwarded.

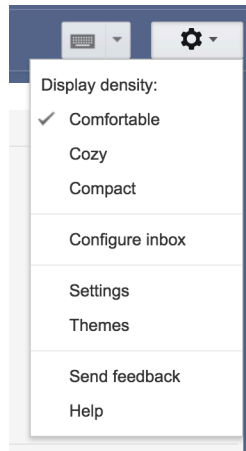


Other email addresses

For all those who utilize another email address, as for example **gmail**, follow these steps to add the Diamond Year logo to your signature.

Open your email. Go to **settings**.





Next, choose **insert image** in the **signature block** and then paste the new DnA logo in your signature block. Do not forget to save your changes at the end.

Signature:

(appended at the end of all outgoing messages)

[Learn more](#)

We thank you in advance for using the Diamond Year logo.

Do not hesitate to contact the PR & Communications department if you have any further questions.

With kind regards,
PR&Comm Team

