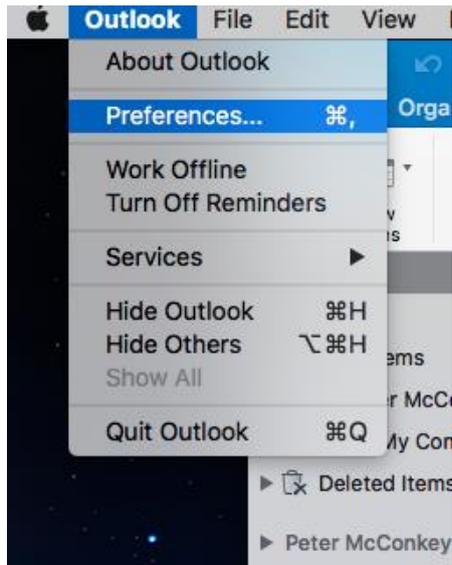


Step 1: Right click file, select 'Download file as' and save to desktop

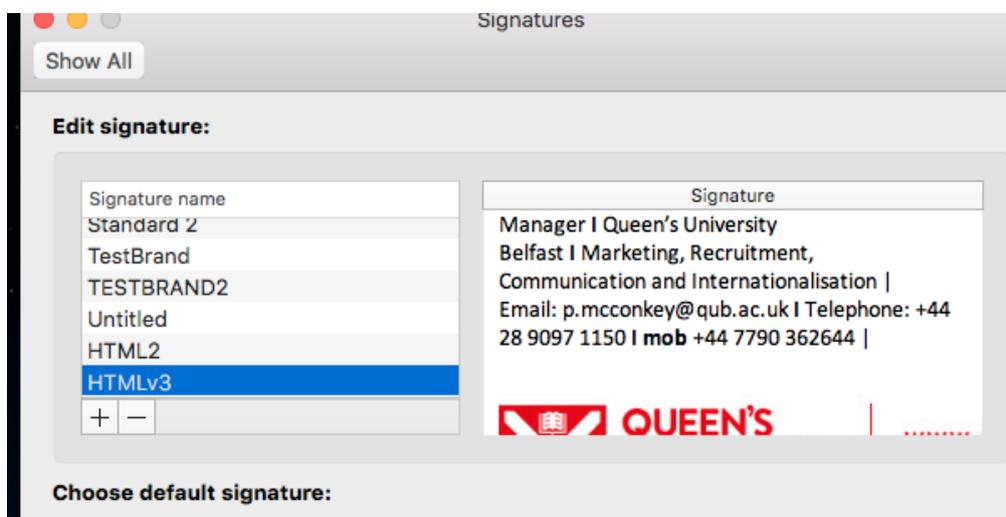
Step 2: Select preferences on Outlook or Mail app



Step 3: Select signatures



Step 4: Under signature name select + to add a new signature.



Step 5: Copy and paste the signature text you want to display above the QUB logo

Step 6: Copy the Queen's signature file from your desktop and paste into the signature box under your signature text.