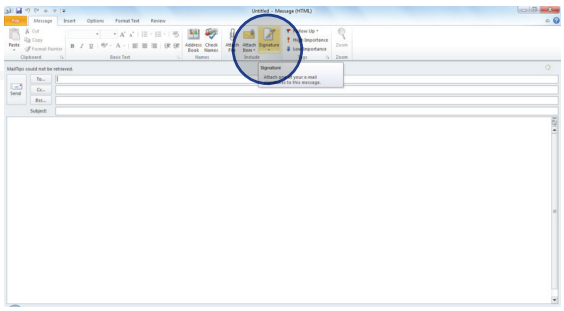
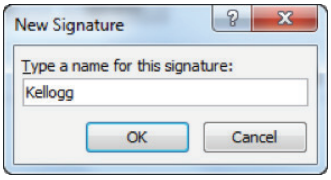
Northwestern | Kellogg

## Instructions for email signature: **PC/Outlook**

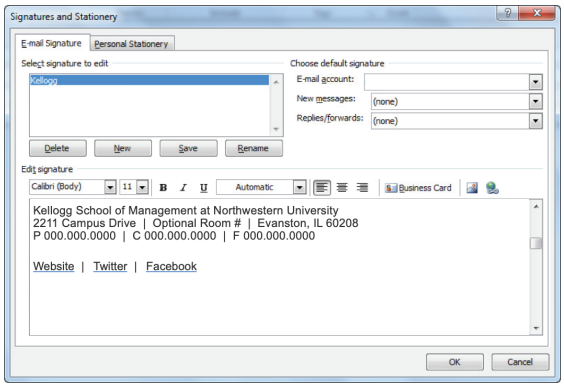
1. Download the **Message.eml** file from the Kellogg brand website.
2. Use Windows Explorer to find the **Message.eml** file, double click it, and copy the signature from the email that opens.
3. From Outlook, create a new email message.
4. Click the 'Signature' button in the toolbar ribbon and select 'Signatures' in the dropdown menu that appears.



5. Click 'New' and name your signature when prompted something like 'Kellogg'.




6. Paste the text from the opened **Message.eml** file




7. Customize your name, address, telephone and fax number and click 'OK' to save.

+ Add any additional contact information you'd like, such as a mobile / number or extension.
+ Only put your graduation year after your name if you are a Kellogg graduate.
+ Please do not add any additional informations such as inspirational quotes, words of wisdom, or any other personal messages.
+ The web and social media links should be active. If they're not, reformat by adding a hyperlink. To add a hyperlink, select the word you want linked, go to 'Format' in the top menu bar and select 'Hyperlink'. Enter the complete URL.
+ URLs are:

  **Website:** http://www.kellogg.northwestern.edu

  **Twitter:** https://twitter.com/KelloggSchool

  **Facebook:** https://www.facebook.com/KelloggSchool