

AwarenessIDEAS.com – Animated Signature Image

There are two steps to begin using animated gifs in your email signature:

1. Downloading the GIF
2. Setting up the GIF in your email.

The download instruction work regardless of which mail program you are using.

The email setup directions are written for Microsoft Outlook users as it is one of the most commonly used email programs/systems. If you do not use Outlook, and need assistance, please consult with your IT department.

Thank you for your interest in AwarenessIDEAS.com.

I. Getting the Animation:

1. At AwarenessIDEAS.com, click on **Freebies** (box in the upper right corner of the main page).



2. Scroll down and find the image you want to appear below your email signature.
3. Left click on the words **Email Signature File** located BELOW the image.
4. Select **Save Link As...** and save the file to your computer.

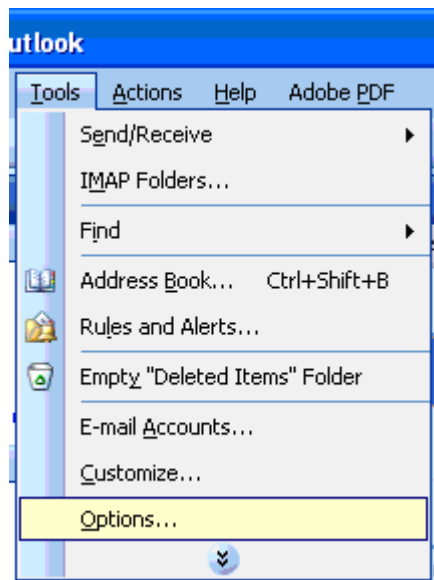
II-a. Setting up the Animation in Email (text only directions):

1. Open Outlook 2003.
2. Click on **Tools** tab, then on **Options...**
3. Click on the **Mail Format** tab, then on the **Signatures** button.
4. Click on **New...** button.
5. Enter a name for the Signature file (so you can find it later as needed) and click on the **Use this file as a template:** option.
6. Click **Browse** and **Select** the file you downloaded from AwarenessIDEAS.com to use as the template.
7. Click the **Next >** button.
8. Add your signature information. The text may start to appear next to the image. Simply hit Enter on your keyboard and the information will appear above the image.
9. Click **Finish** when done entering your email signature information.
10. Click **OK**. Then click **OK** again on the open Options dialogue window.

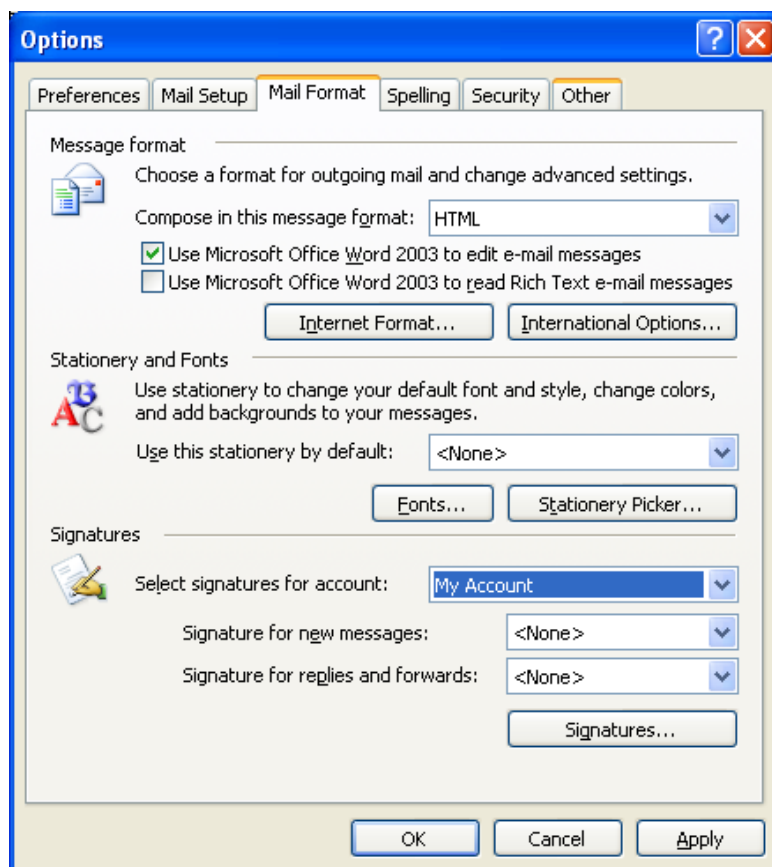
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II-b. Setting up the Animation in Email (instructions with images):

1. Open Outlook 2003.
2. Click on **Tools** tab, then on **Options...**



3. Click on the **Mail Format** tab, then on the **Signatures** button.

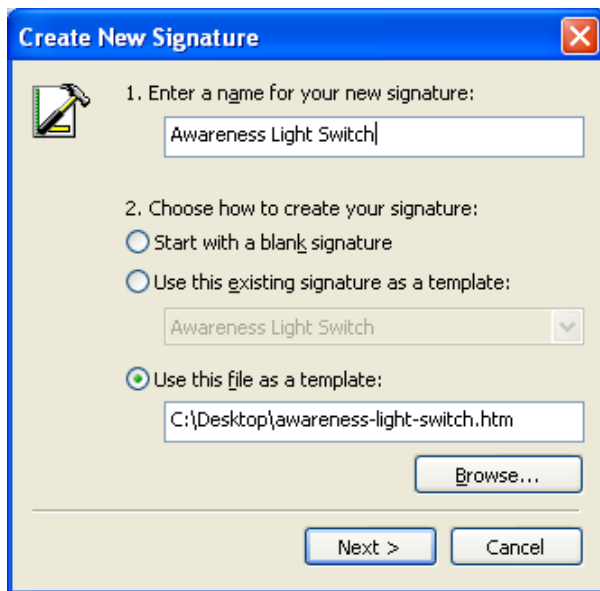


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4. Click on **New...** button.



5. Enter a name for the Signature file (so you can find it later as needed) and click on the **Use this file as a template:** option.
6. Click **Browse** and **Select** the file you downloaded from AwarenessIDEAS.com to use as the template.
7. Click the **Next >** button.



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8. Add your signature information. The text may start to appear next to the image. Simply hit Enter on your keyboard and the information will appear above the image.
9. Click **Finish** when done entering your email signature information.



10. Click **OK**. Then click **OK** again on the open Options dialogue window.

