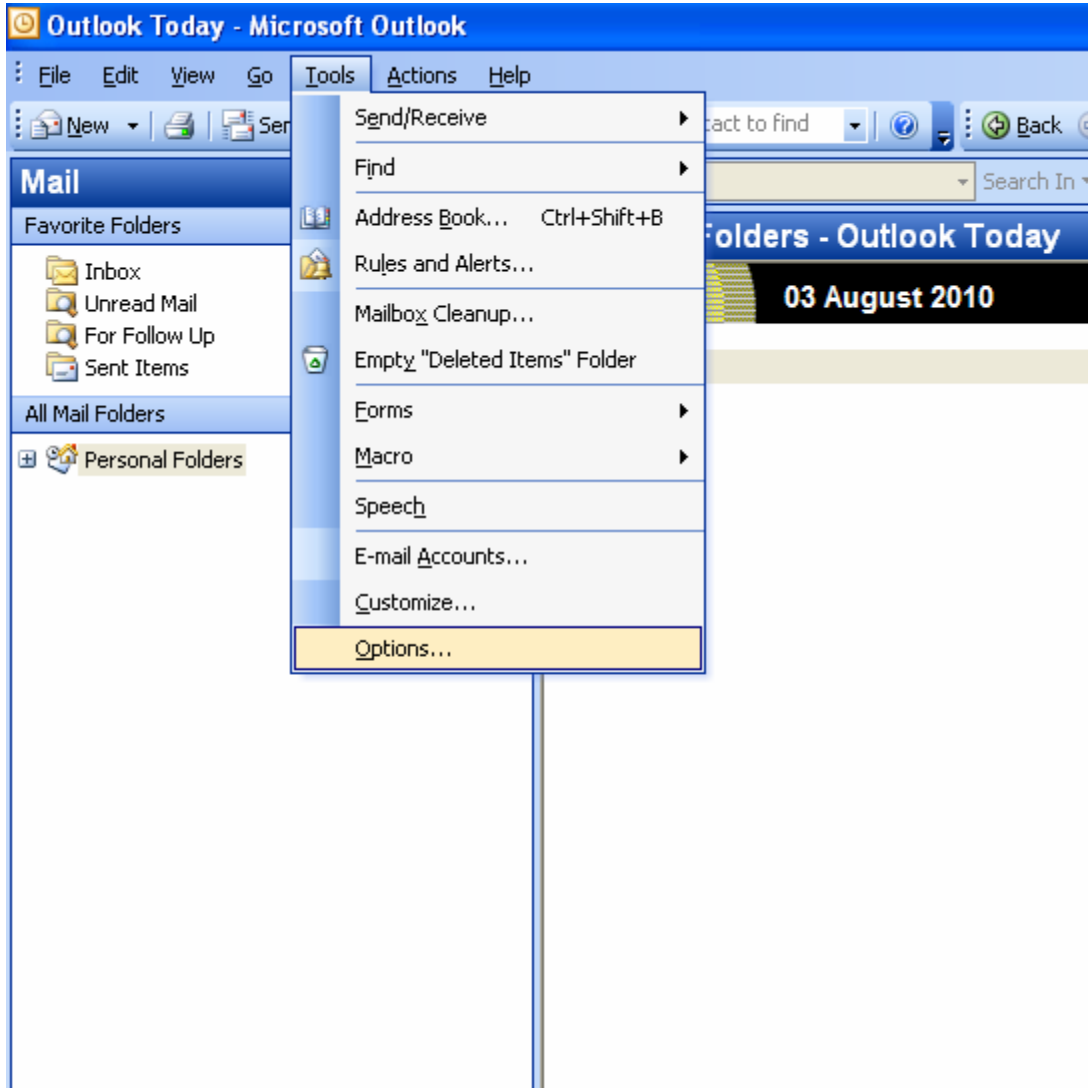


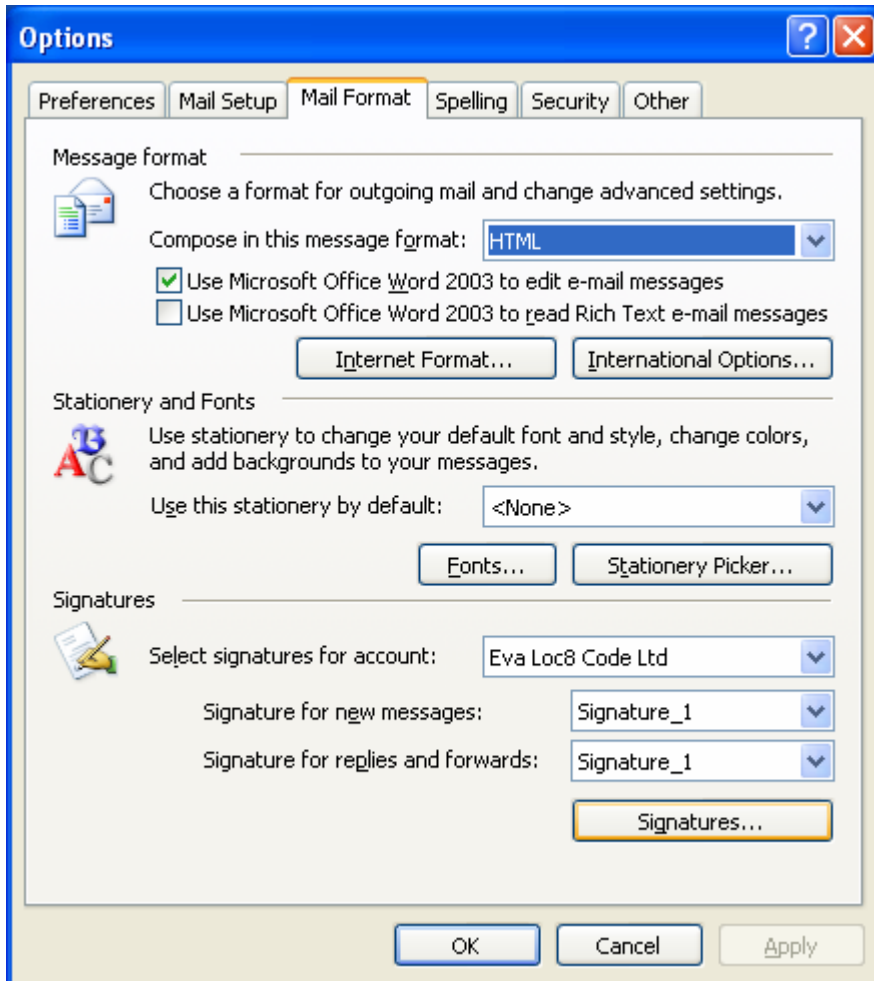
How to create a signature with Loc8 Code icon and link

MS Office 2003

To create a signature in MS Office 2003:
Go to **Tools** → **Options**

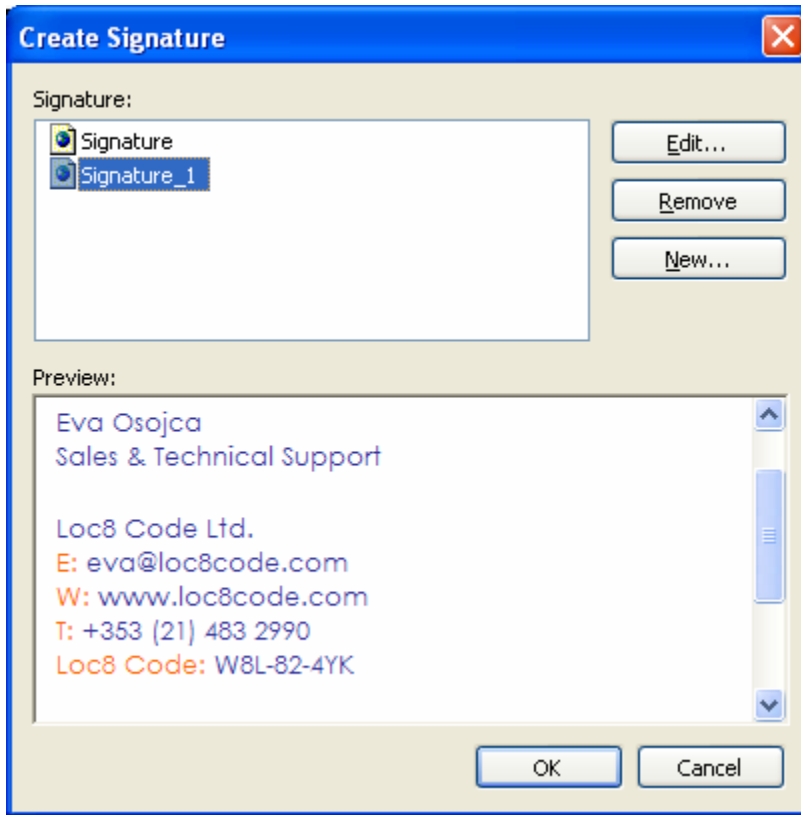


Now go to **Mail Format** Tab, on the bottom of the window you should see **Signature** section.



Click on **Signatures...** button

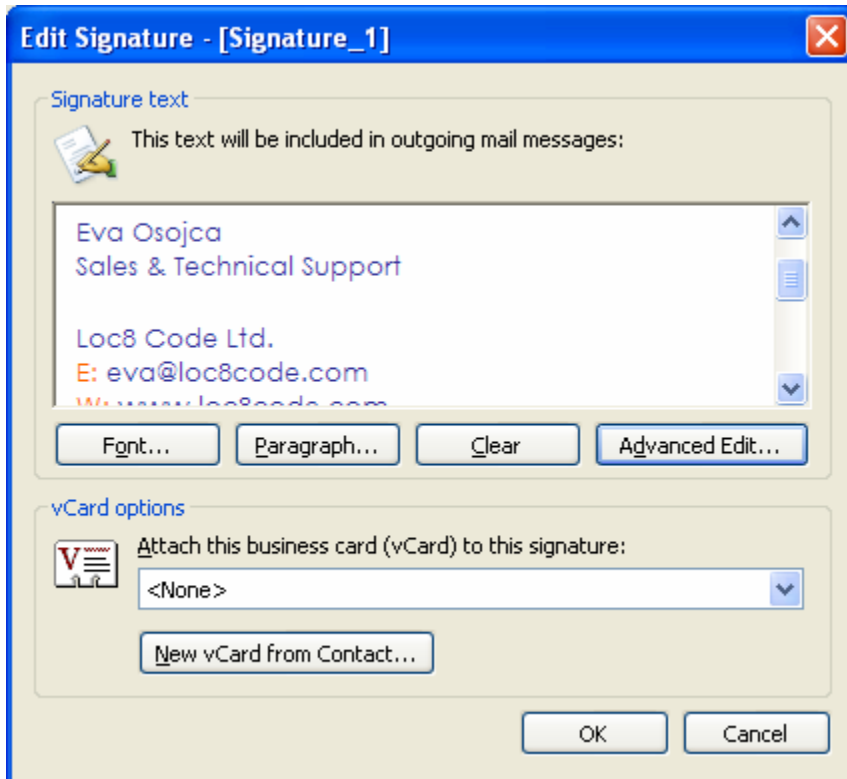
Here you can [Edit...](#), [Remove...](#) existing signature or create [New...](#)



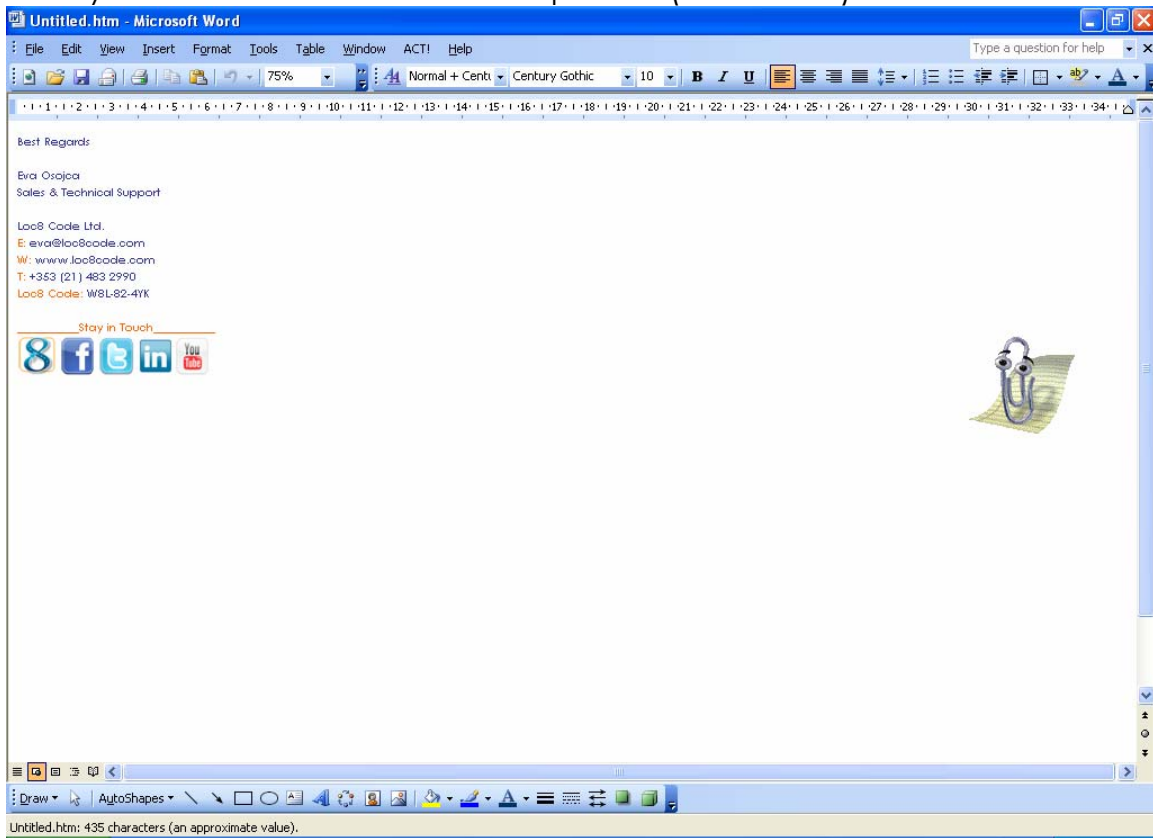
If you have one already and you want to edit it to add Loc8 Code link and icon, please highlight it and press [Edit...](#)

Here you can add text and format it, but if you want to add picture and link, click on [Advanced Edit...](#)

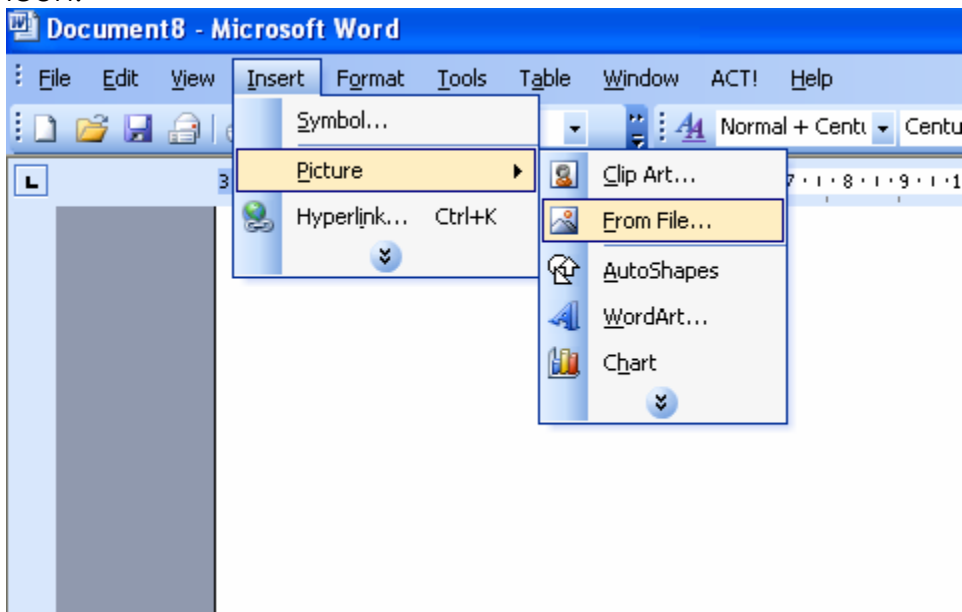
It will ask you then to launch an editor that is not part of Microsoft Office Outlook (it might be word or publisher) click [Yes](#)



Here you can format text and add picture (see below)



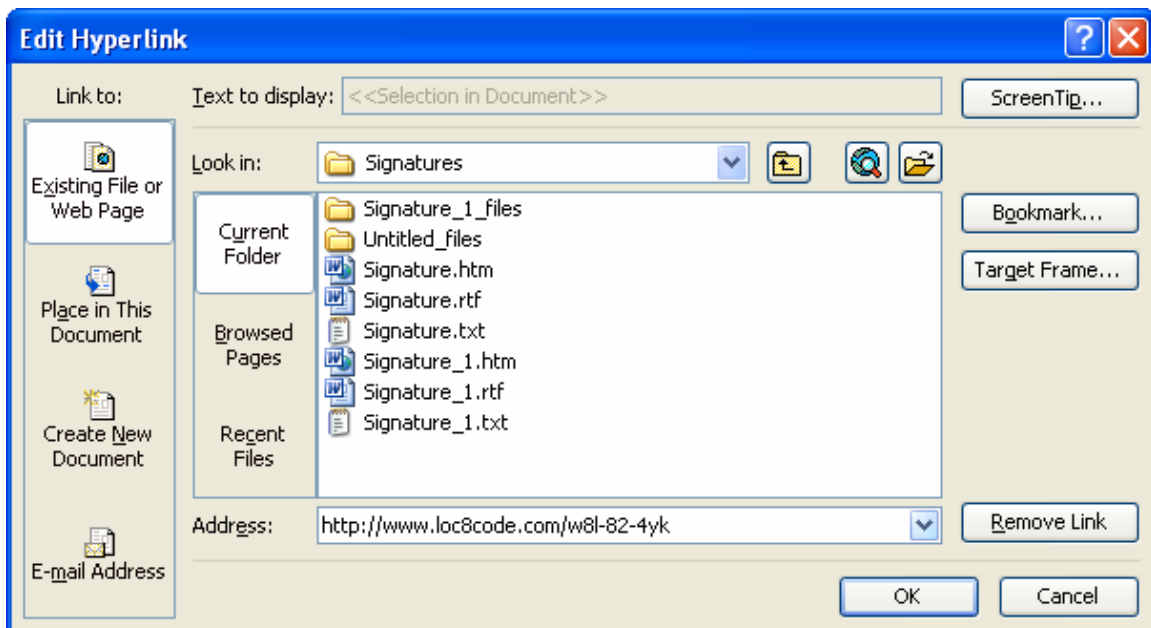
Go to **Insert** → **Picture** → **From File...** and then just browse for Loc8 Code icon.



To add a link, select your picture and go to **Insert** → **Hyperlink...**



In Address field put a link to your Loc8 Code
<http://www.loc8code.com/XXX-XX-XXX> and click **OK**



Now save word file on you PC and close application.

You should have your MS Outlook still open and see your new signature. Click **OK** to save changes.

Don't forget to set your New Signature for New messages and when replies and forwards see **Signature** section.

