

## SUPPORT THE POST-TENSIONING INSTITUTE THROUGH EVERY EMAIL YOU SEND

Dear Member,

Here are step-by-step instructions for adding a banner to your email signature in a typical email client like Microsoft Outlook or Gmail:

### **For Microsoft Outlook**

- 1. Open Outlook:** Launch Microsoft Outlook and ensure you are signed in with the account for which you want to create or modify the signature.
- 2. Access Signature Settings:**
  - For Outlook 2016 and later: Click on "File" > "Options" > "Mail" > "Signatures."
  - For Outlook 2010 and 2013: Click on "File" > "Options" > "Mail" > "Signatures."
- 3. Create or Edit Your Signature:**
  - If you're creating a new signature, click the "New" button.
  - If you're editing an existing signature, select the one you want to modify.
- 4. Insert the Banner:**
  - Position the cursor where you want to insert the banner in the signature.
  - Click the "Insert Picture" icon (it looks like a small picture frame) in the signature editor.
  - Browse your computer for the image file you want to use and click "Insert."
- 5. Adjust the Banner:**
  - You can resize the image by clicking and dragging the corners.
  - To align it or add text around it, use the formatting options in the signature editor.
- 6. Insert URL Link:**
  - Click on the image and then drag your mouse to the URL button (right hand side).
  - Enter the URL link: <https://www.post-tensioning.org/events/worldofconcrete.aspx> on the Address box.
  - Click "Ok"
- 7. Save Your Signature:** Click "OK" to save your signature.
- 8. Set Your Signature as Default:**
  - Under "Choose default signature," select the email account you want to associate with the signature.
  - In the "New messages" and "Replies/forwards" dropdowns, select the signature you just created or edited.
- 9. Apply Your Signature:** Click "OK" to confirm your changes

### **For Gmail:**

- 1. Open Gmail:** Go to the Gmail website and log in to your account.
- 2. Access Signature Settings:**
  - Click the gear icon (Settings) in the top-right corner.
  - Select "See all settings."
- 3. Create or Edit Your Signature:**
  - In the "General" tab, scroll down to the "Signature" section.
  - You can either create a new signature or edit an existing one.
- 4. Insert the Banner:**
  - Position the cursor where you want to insert the graphic in the signature.
  - Click the "Insert Image" icon (it looks like a small mountain) in the signature editor.
  - Upload the image from your computer or provide the image URL.
- 5. Adjust the Banner:**
  - You can resize the image by clicking and dragging the corners.
  - To align it or add text around it, use the formatting options in the signature editor.
- 6. Insert URL Link:**
  - Click on the image and then drag your mouse to the URL button (right hand side).
  - Enter the URL link: <https://www.post-tensioning.org/events/worldofconcrete.aspx> on the Address box.
  - Click "Ok"
- 7. Save Changes:** Scroll to the bottom and click "Save Changes" to save your signature.
- 8. Test Your Signature:** Compose a new email to test your new signature with the graphic.

That's it! You've successfully added a graphic to your email signature in Microsoft Outlook or Gmail.

**SUPPORT THE POST-TENSIONING INSTITUTE  
THROUGH EVERY EMAIL YOU SEND**

Let's strengthen the future of  
**POST-TENSIONING** together!



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