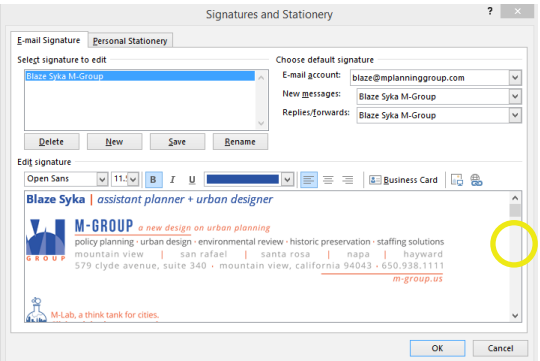
Formatting for the new M-Group Signature Block

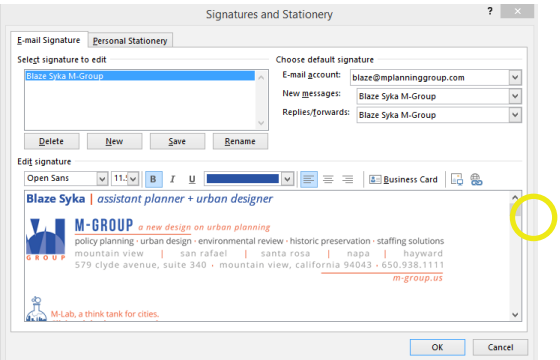
Open the Signature Block Options in Outlook:
File>Options>Mail>Signatures

Insert the image by clicking on the Image Upload icon, shown below:



Select the Signature Block sent in the email and Insert into the block.

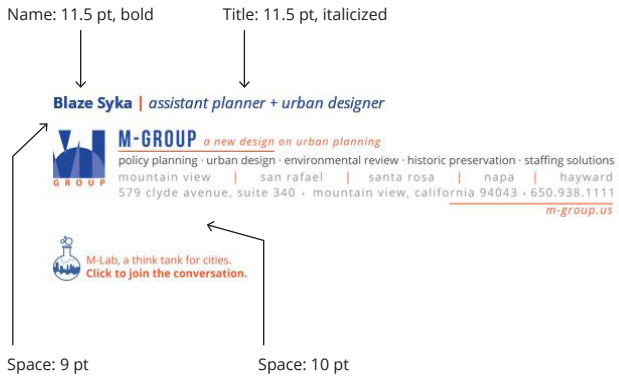
Select the Signature Block image and click on the Hyperlink icon, shown below:



Enter: “www.m-group.us” and hit “OK”. The signature block will now link to the M-Group homepage.

Run through the same steps with the M-Lab logo, except Hyperlink it to: “www.m-group.us/m-lab/” to link it to the M-Lab page.

Once both the Signature Block and M-Lab images are in place, format the area using the following image as a guideline:



Tip: Simply copy the text from my Signature Block and replace the name and title to preserve formatting.

Questions? Call Blaze or Maria at the Mountain View office or send us an email.

Thank you!