

How To:

Create a New Email Signature with the “REALTORS® Build A Better Block” Logo

1. Save the “REALTORS® Build A Better Block” Logo from the toolkit located on www.rsar.net. Save the logo to an easily accessible folder on your computer.
2. Open a new message, highlight your current email signature text then “Right Click” and “Copy.”
3. Open Outlook and select “New Email”. In the main toolbar select ‘Message’ and then ‘Signature(s).’ Select “New” and type in a name. (i.e., RBBB)
4. Right click to “Paste” the copied email signature into the new message.
5. Place the cursor to where you would like the logo to be displayed. Select the “Picture Icon” and then “Insert.” You can change the location of the logo in your signature by right click to “Cut” the logo, reposition cursor to new location, right click and select “Paste”.
6. Now you will want to hyperlink the logo to the “REALTORS® Build A Better Block” page. Your cursor will already be on the new logo. Select the “Link Icon” in the toolbar. This will open a new box where you’ll need to “Paste” the link. Go to <http://rsar.net/PublicWelcome/realtors-build-a-better-block>. “Copy” the link. Return to Outlook and “Paste” the link into the field.
7. Then click on “OK”. Your new email signature has now been saved with the “REALTORS® Build A Better Block logo and hyperlink.
8. For video instructions on this go to: <http://rsar.net/PublicWelcome/realtors-build-a-better-block>.