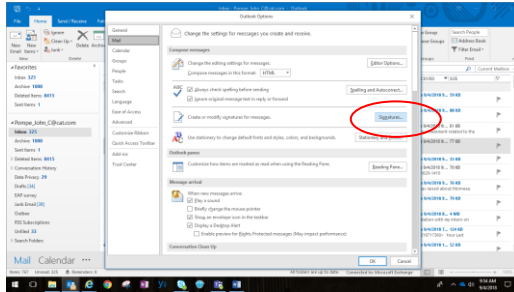
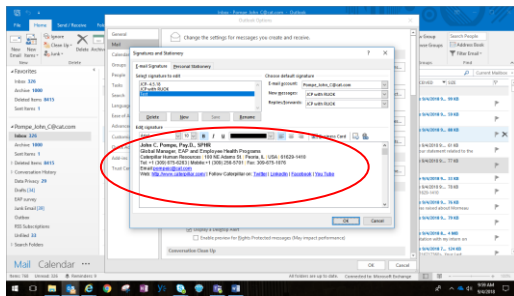


## Inserting the RUOK? Logo into a new signature line in Outlook

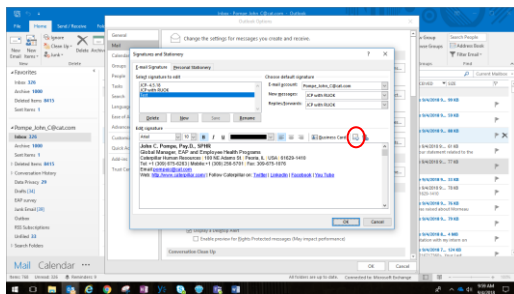
1. Open Outlook
2. Go to File>options>mail>Signature



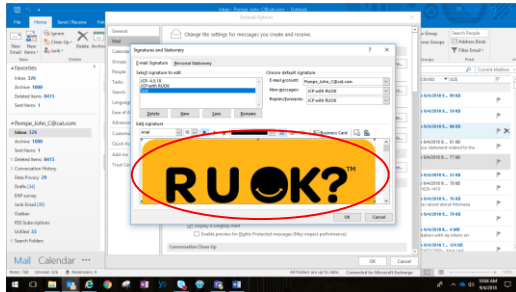
3. Highlight and copy your existing signature.
4. Click New to create a new signature. You'll be prompted to give it a name.
5. In the empty text box, right click and paste (or use Control C) to replicate your existing signature.



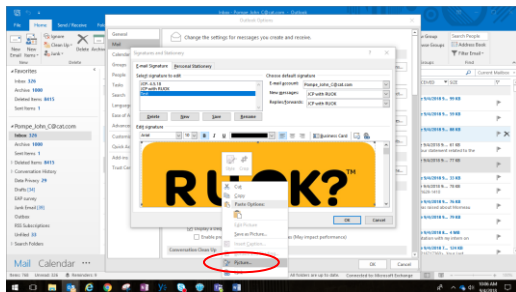
6. Move the cursor to below the signature line and click the icon to insert an image.



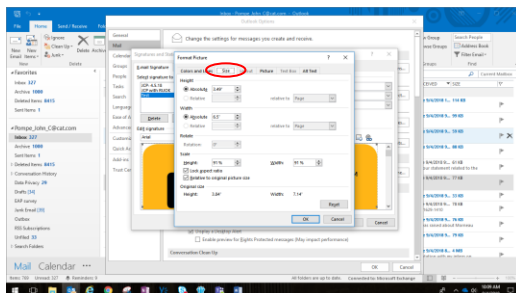
- Find the image saved in your files (contact John Pompe if you don't have it). Double click the file, or click the file to highlight it and click insert. The file will be too large and will need to be adjusted.



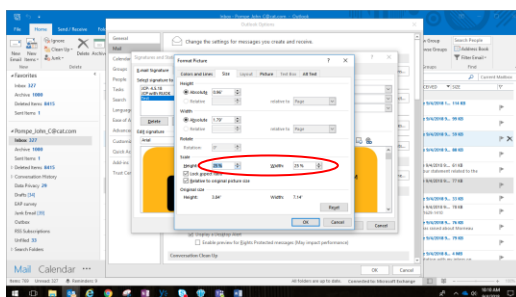
- Right click on the image and click Picture.



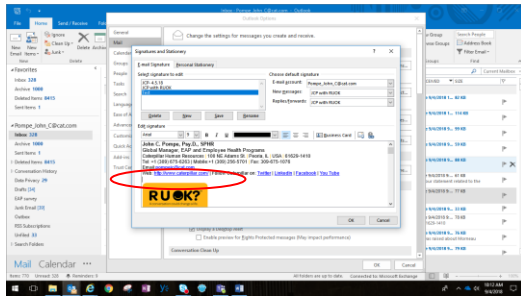
- Click Size



- Resize picture to 25% and hit "OK."

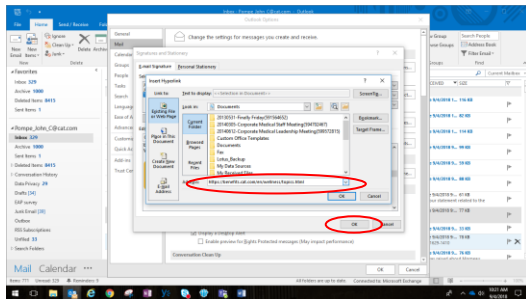
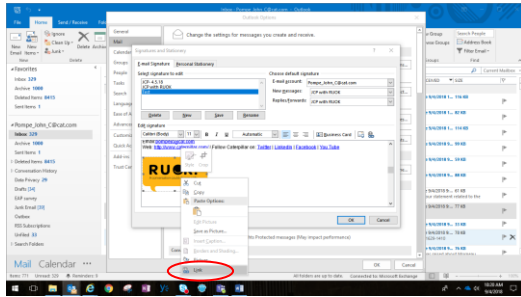


11. The logo should be right sized. You may need to add a space between the signature block and the logo.

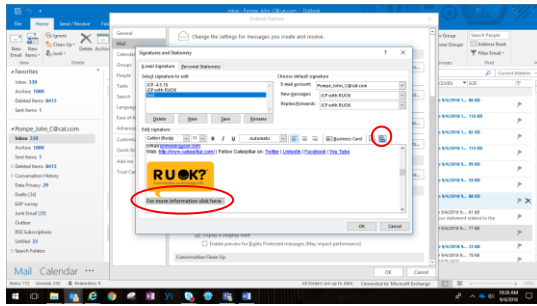


12. To insert a link within the logo to the RUOK information and materials, open the new signature you just created. Left click the logo graphic and click the add a link icon. The insert hyperlink box will appear. Paste in the link to the benefits.cat.com page and tab with the RUOK information and click "OK."

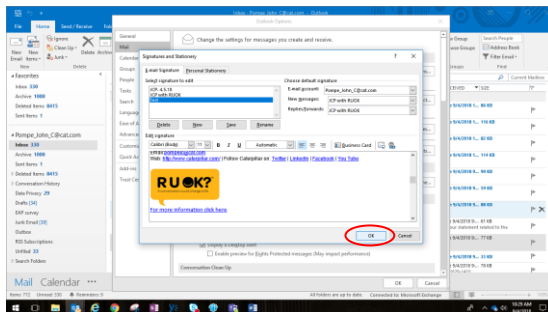
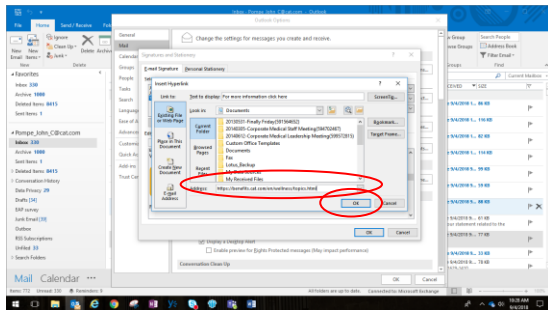
**NOTE:** As of 8/19/19 the information is housed at EAP.cat.com>RUOK or <https://benefits.cat.com/en/eap/RUOK.html>



13. Since some may not notice the image is hyperlinked, you may want to add a text link. Type the appropriate text under the logo, something like, “for more information click here.”



14. The insert link box will appear. Paste in the URL (web address) to the linked page. Click “OK.”



15. You will need to set your preferred signature lines to activate the new signature. Click the dropdown, then click on the name of the newly created signature with the RUOK logo.

