Microsoft Outlook

1. Tools > Options > Mail Format
2. Stationery Picker > New
3. Enter a name for your stationery
4. Click 'Start with a blank Stationery'
5. In the preview pane, Right Click and select 'Insert Image'.
6. Browse and select your image or logo and enter the other details as required.
   Click OK.
   NOTE: You can then click on the image and drag the corners to resize, but the aspect ratio is not maintained so it is best to resize the image before you insert it.
7. Type whatever text you want in your stationery, such as your name, company name and contact details.
8. Click OK until you are back at the Mail Format tab.
9. Select your stationery from the 'Use this stationery by default' dropdown list. Click OK.

Your stationery will now be appended to any new emails you create.