







**How to Add and Link the Banner to Your Email Signature**

**Step 1:** Within this Word document, select and right click a banner image and select **Edit Link**

 *\*all banner images will have the default link included:
https://www.bestqualify.com/(firstname)-(lastname)/*

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**Step 2:** Edit the link by adding in your first and last name in the designated spaces and click Ok

***Before***



***After (ex. Logan Meil)***

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**Step 3:** Open New Email, click on Signature, then open Signatures…

**Step 4:** Choose an existing email signature to edit or create a new one

**Step 5:** Copy and paste a banner image (provided above) with the edited link

**Step 6:** Save your changes