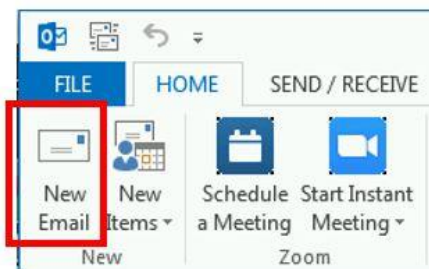




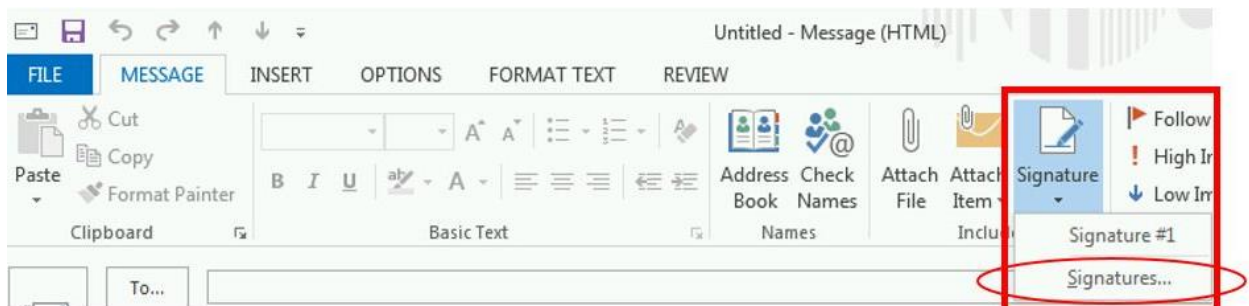
How do I add a Cultural North Star image to my signature?

The following steps ensure that your image appears at high-resolution (i.e., not blurry).

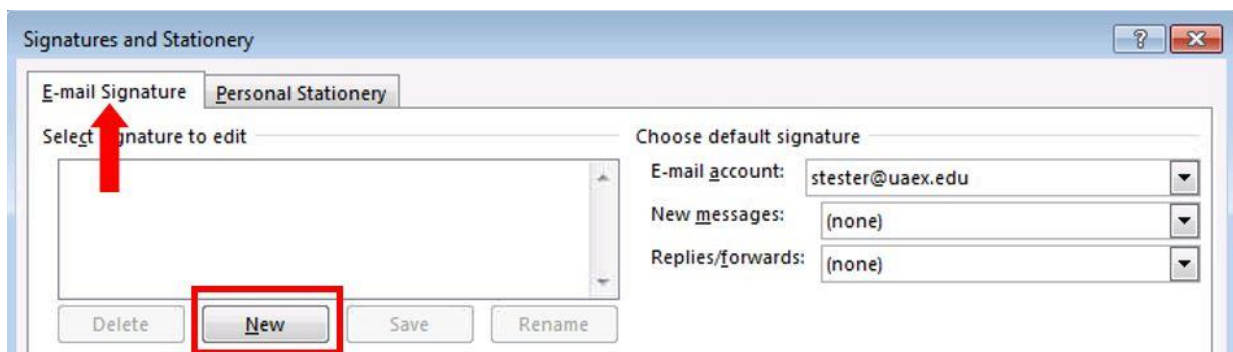
1. **Download the image you'd like to include** (must be an approved graphic on the Cultural North Star website): medschool.ucla.edu/cultural-north-star/downloads
2. Open Outlook and click **New E-mail**.



3. Click the **Signature** dropdown and then the **Signatures** option.



4. Under the E-mail Signature tab, click the **New** button.





5. You will be prompted to choose a name for your new signature.
6. Add your name and other signature details in “Edit signature” block.
7. Click the **Picture** icon:



8. The **Insert Picture window** appears. Select and insert the image you downloaded. (The image will appear large. Leave as is for now.)
9. Click **OK**.
10. Open a **New Email**. Click the **Signature** dropdown and **select your new signature**.
11. Select the image in your signature and shrink it down to the appropriate size.
12. Copy the sized-down image.
13. Open your Signatures controls again (Click the **Signature** dropdown and select the **Signatures** option.)
14. Select your new signature and delete the image originally inserted.
15. Paste in the sized-down version you copied in step 12.
16. Click **OK**.