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| Personalising your Email Signature  **You will need to** [**download**](https://fonts.google.com/specimen/Inter?query=inter) **our new Corporate Font 'Inter' to get started.**   * Select the profile picture > Select Picture Format from the top menu > Select Change Picture From a File > Navigate to your profile picture. If you'd rather not use your photo, you can use one of the alternate images provided * Replace Your Name Here, and Your Designation with your details > Replace Telephone (T) and Direct Dial (D) * If you need to insert another row, right-click in a row and select Insert Below * Update your email address and the link to your email. Press CTRL Z to correct autoformatting on email address. Make sure font is Inter, size 10 * Delete SSE badges you don't currently qualify for, Include SCP badges as earned * You can add a link to your SWI BadgCert using the link in the email you received. Select the badge > Insert > Link * Select one email banner and delete the remaining * Copy the entire email signature and paste it into your Outlook Email Signature   Not working for you? Contact [marketingsupport@loop1.com](mailto:marketingsupport@loop1.com), and we'll help you get set up! |

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