

How to change your background on Webex:

1. Save the background to your computer as a PNG
2. In Webex, at the top left corner you should see a circle with your initials in it. When you click on it you should get a drop down box.
3. Click on settings
4. Find Video and click on it.
5. Click on the drop down arrow next to "Change Virtual Background"
6. Click the box with the plus sign, select the PNG file and click 'Save'

How to change an email signature:

1. Save the email signature to your computer as a PNG
2. In Outlook, in the tool bar select 'New Email'
3. In the toolbar of the new email, select 'Signature'
4. Select New, name your signature, and select OK
5. Under 'Edit Signature', format your signature how you want it if not already formatted
6. In the 'Edit Signature' toolbar, on the right hand side click on the icon with a computer monitor in front of a picture. This will pull up your file finder.
7. Select the signature PNG file and select 'Insert'
8. To get your new signature to show up on your emails you will have to change it under 'Choose default signature'
9. Select the drop down button on both, and choose the name you gave your new signature.
10. Click 'OK' at the bottom of the screen, and you should now have a new email signature