**Add a Washington Gas Signature to Your Email**

Click on the appropriate signature and simply copy and paste.

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| **We can guide you through every step of your**  **project and help maximize your savings.** | |  |
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|  | Save energy and money with a free  **Washington Gas Commercial Energy Conservation Kit.** |  |
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|  | Ask me about choosing equipment, completing your pre-application, determining eligibility, and getting incentives. |  |

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## Step by Step for PC Users

1. Highlight and copy the email signature (Ctrl+C).
2. Open Outlook and select: File > Options > Mail > Signatures.
3. Choose your existing signature in the “Email Signature” box or click “New” to create a new one.
4. Paste the new signature text (Ctrl+V) in the signature box.
5. Update the default signature settings if needed, then click “OK” to save.
6. Send yourself a test email and check any hyperlinks.

Step by Step for Mac Users

1. In Outlook, open a new email window.
2. Select and copy the email signature template you want to use and paste it into the body of the new email.
3. When you’ve finished editing your signature, copy it and click “Signature/Edit Signatures” from the Message tab.
4. Add a new signature by clicking the + button, or edit an existing signature by clicking its name.
5. Paste the email signature you just edited into the “Signature” window.
6. Choose default options at the bottom of the window and close it to save.
7. Send yourself a test email and check any hyperlinks.