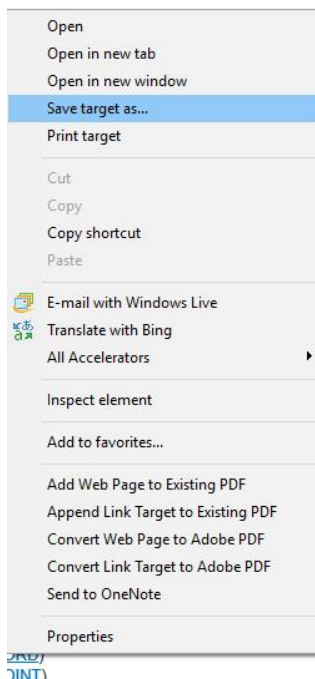


Add a Department Value image to your signature block

SAVE A DEPARTMENT VALUE TO YOUR LOCAL MACHINE

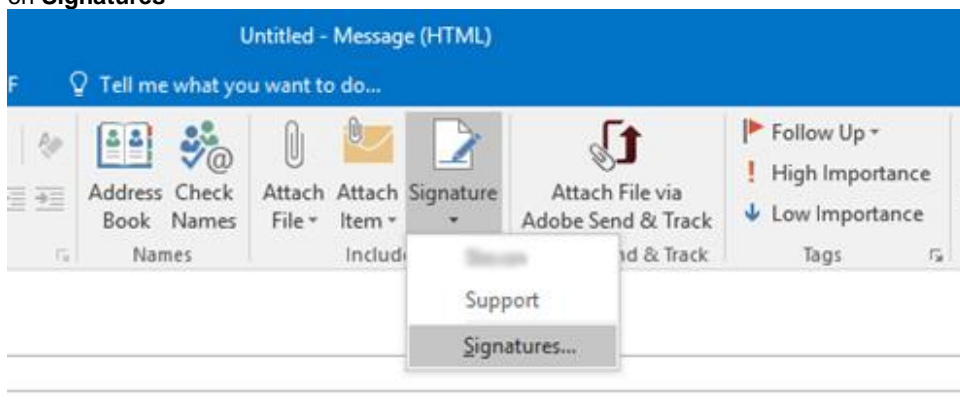
1. Open [HRWeb Victorian Public Sector Values page](#)
2. Go down the page until you locate **Email Signature Blocks** and save the Department Value image of your choice to your local machine.

You can do this by right clicking on the JPG link next to the Value and selecting **Save target as...**

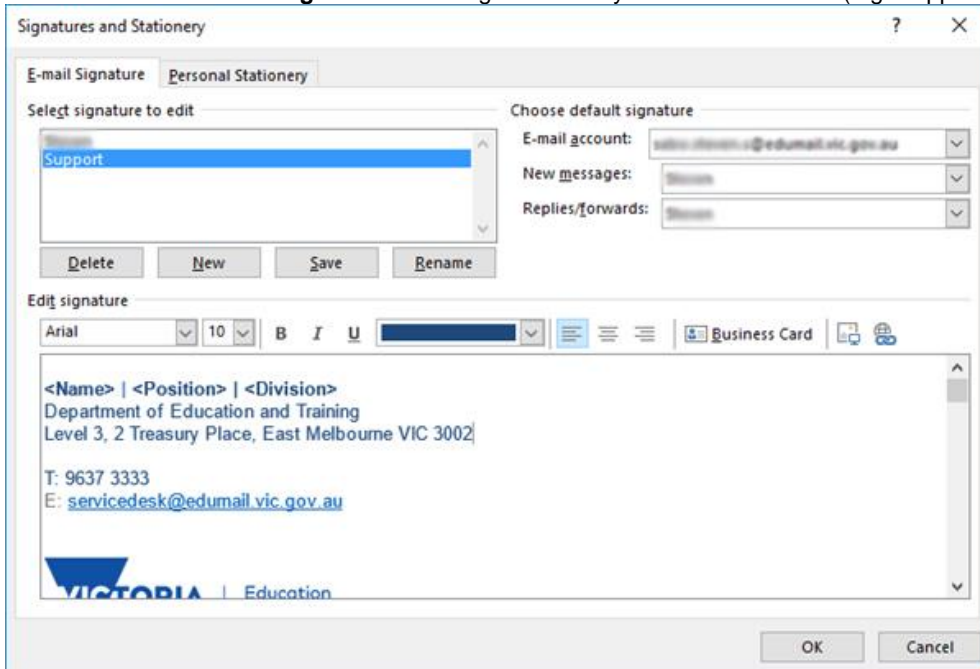



ADD THE SAVED DEPARTMENT VALUE IMAGE TO YOUR SIGNATURE

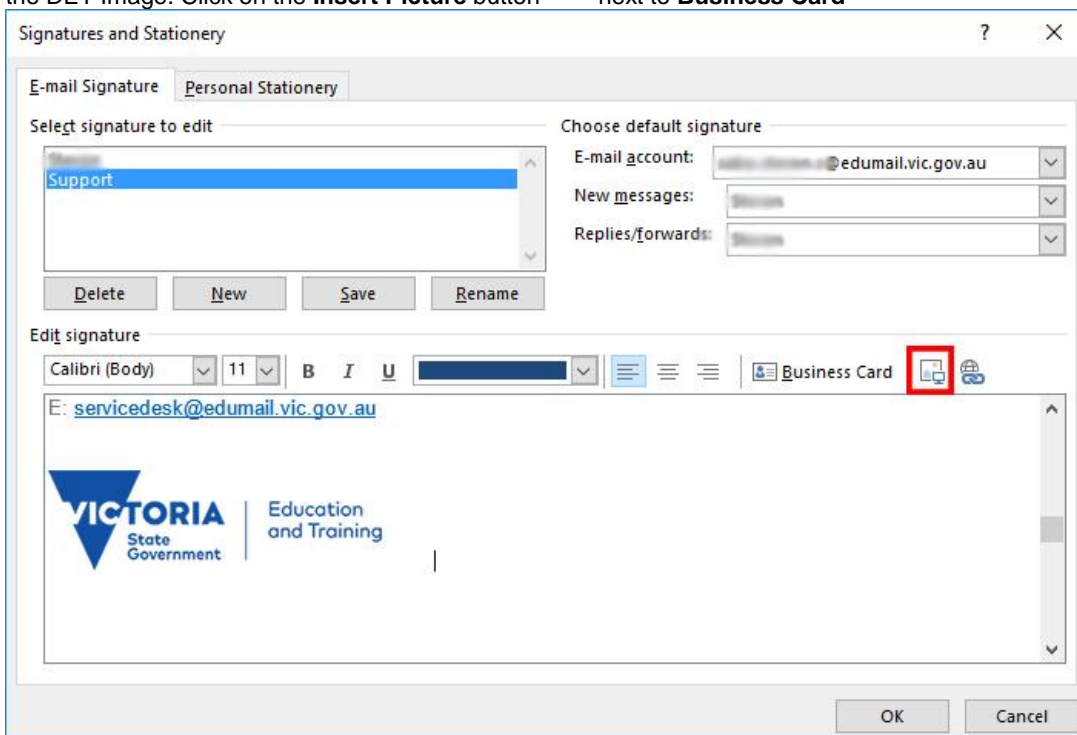
1. Create a new email message. At the top of the email message, in the **Include** group, click on **Signature** and then on **Signatures**



- Click on the **name of the signature** of the signature that you would like to edit (e.g. Support)



- Click on an area in the **edit signature** box where you would like to add the Department Value image. E.g. Next to the DET Image. Click on the **Insert Picture** button  next to **Business Card**



- Select the DET Value image that was saved on your local machine
- Click on **Insert**
- Click on **OK** button